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1966

CENSUS OF CANADA

Enumeration Manual

DOMINION BUREAU OF STATISTICS

OTTAWA CANADA

CHECK YOUR WORK DAILY

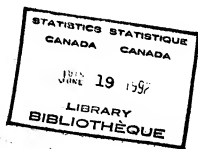
At the completion of each day's work, review the questionnaires you have completed, using the following checks as a guide:

- (1) Has the date been entered in Column 4 of the Visitation Record opposite each dwelling enumerated today? ✓
- (2) Do the household numbers on the Population Questionnaire and the Visitation Record agree for each household? ✓
- (3) Have you completed a section of Form 2 (Population Questionnaire) for **each** person listed in Column 9 (the total of Columns 7 and 8) of the Visitation Record? And a Form 3 (Temporary Resident Document) for each person listed in Column 10? ✓
- (4) Have you marked Question C to indicate whether or not the dwelling is on a farm? ✓
- (5) Have you completed a Form 6 (Agriculture Questionnaire) for every holding for which the household head reported "Yes" in Question C of Form 2? ✓
- (6) Have you recorded on Form 7 (Agriculture Listing Form) information on agricultural production for holdings not qualifying for enumeration on Form 6 (Agriculture Questionnaire)? ✓
- (7) Are there any blanks or inconsistencies on any of the schedules you completed today? (Guides for checking the Population Questionnaire to reveal omissions and inconsistencies are included in Appendix C of this manual and guides for the Agriculture Questionnaire may be found in Appendix D). ✓
- (8) How many call-backs are still outstanding? Can you make any of these calls on the route you plan for tomorrow? ✓
- (9) Are the forms, etc., arranged in order in your portfolio to begin work tomorrow? Do you have sufficient blank forms or is there any unnecessary material that could be removed? ✓
- (10) Have you completed a Postal Check Card for each occupied and vacant dwelling you visited today (if required for your EA)? ✓
- (11) Have you completed totals for each completed page of the Visitation Record on which entries have been made? ✓
- (12) Have you completed a Form 18 (Merchandising and Service Establishment Questionnaire) for each retail, wholesale and service establishment in your area? ✓

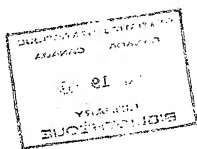
*Census
Publicity Kit } Review publicitaire*

1966 CENSUS OF CANADA

ENUMERATION MANUAL



DOMINION BUREAU OF STATISTICS



FOREWORD

This Census, or national stock-taking, is of the utmost importance to Canada and is taken to secure information of the highest value to the general public, business, and governments. As our population increases—from three and a half million people in 1867 to an estimated twenty million in 1966—the taking of a national census becomes increasingly complicated. It is, in fact, one of the largest of the Government's peacetime operations.

As an Enumerator, you are the key person in this operation. Its success depends mainly on you because you secure the basic facts from which the census compilations are made. I count on you to learn how to do this important job efficiently by thoroughly mastering the Enumeration Manual and the training class assignments.

Good luck in what will be a challenging assignment. I think you will enjoy your work and find it interesting and rewarding.

WALTER E. DUFFETT,
Dominion Statistician.

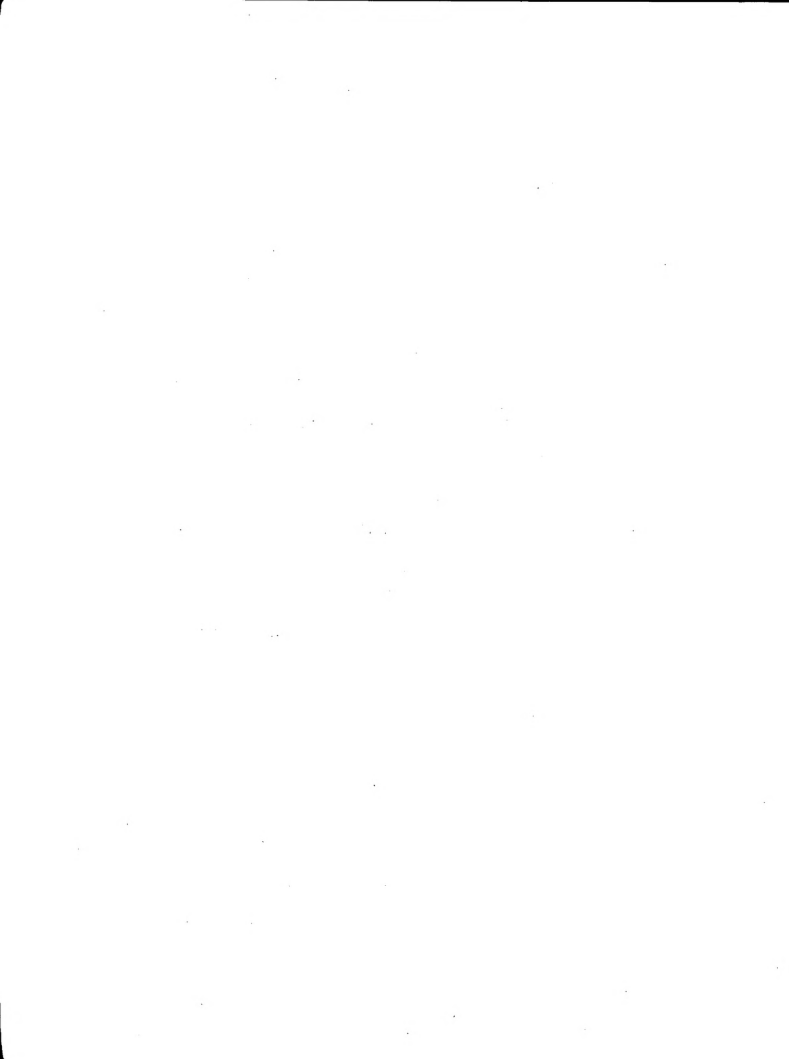


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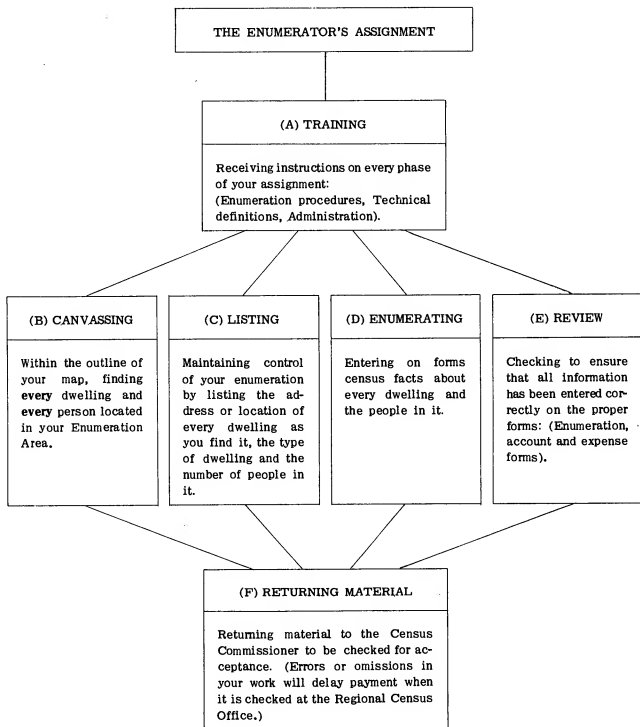
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ENUMERATION OF POPULATION AND DWELLINGS

A. INTRODUCTION

1. Introduction



To put you in the picture

This manual is your reference book. It is a compilation of background information, regulations, explanations and definitions which will be required by you, the Census Enumerator, in order to do your job.

You cannot be expected to remember the correct procedure for every situation and so you must become familiar with your manual and learn how to find the answers when you need them.

This manual has been arranged to permit ready reference. Key headings are to be found in the wide margins; these can be identified with the listings in the Table of Contents. The Index at the back of the manual provides the key to locating specific items. Do not hesitate to use the wide margins for notes and to emphasize important points.

You are one of 35,000 enumerators appointed for the important task of taking the Census of Canada. In order that the final compilations of information will be accurate and meaningful, it is essential that each enumerator's assignment be carried out in a uniform manner.

To help you achieve this aim, the Enumeration Manual contains the written information you need. The first section begins with background material on the Census of Canada.

2. Authority for the Census

The British North America Act in 1867 provided for the taking of a Census of Canada every ten years. The last Census was taken on June 1, 1961. The rapid change in the characteristics of the population during the period between censuses calls for continuous adjustment of census data so that they will reflect accurately current conditions. The Statistics Act provides that the Governor in Council may authorize the Minister to make any special statistical investigation that is deemed advisable. Under this authority, the Canada-wide Census of June 1, 1956

2. Authority for the Census — Con.

was taken as part of a programme which was used to update census data. The present 1966 Census continues this programme to provide bench-mark figures at the mid-point in the decade between the two decennial censuses.

3. Why the Census is taken

Business and government find many uses for census data in the development of their plans and policies. Here are some of the many ways in which census information is used:

- (1) Communities plan their school requirements according to the numbers of children in certain age groups.
- (2) Government must know the age trends of the population to estimate future demands on family allowances and old age pensions.
- (3) Life insurance companies base their premium tables on the ages of the people as recorded in the Census.
- (4) Locations of new factories, stores, and offices may be based on census data.
- (5) Planning for such community needs as roads, waterworks, and fire protection may be assisted by census information on population growth and movement.
- (6) Farmers, farm organizations, and government depend on the Census for measures of conditions and changes in agriculture.
- (7) Census facts are used by agricultural representatives, teachers, and others, in planning educational and research programmes.
- (8) Town planners, social welfare workers, and other government agencies need information from the Census in drawing up their plans and making estimates of their future needs.
- (9) Manufacturers of household and farm equipment are guided by census data in deciding what kind and quality of products to manufacture and where to sell them.

4. Your job as an enumerator



You are the key person in the Census, since it is you who must obtain the basic facts from which the census reports are made. As an enumerator, here are some of the things you will be required to do:

- (1) Study this manual thoroughly and refer to it when a problem arises. Learn to use the Table of Contents and the Index to help locate specific instructions quickly.
- (2) Visit every place where people live or could live in your Enumeration Area.
- (3) Interview some responsible person in each household and fill out all of the required questionnaires accurately and completely.
- (4) Remember that this is a full-time job. You may have to adjust your working hours to the time when you are most likely to find people at home and this may mean making calls in the evening. In any case, the sooner you complete the assignment and turn in your work, the sooner you will be paid.
- (5) Complete the enumeration of your area. If an emergency arises, consult with your Commissioner.

You are not permitted to combine your census duties with any other work such as canvassing for personal gain or for political, church, or community organizations.

5. Confidential nature of census information



The law requires that all information collected for the Census be kept confidential. (See Appendix A: Sections of the Statistics Act.) You have taken an oath that you will not reveal any census information to anyone who is not a sworn census employee. To make sure you keep this oath, follow these rules:

- (1) Do not repeat any information you receive as an enumerator to anyone **except census officials**.
- (2) Do not leave completed census questionnaires where they can be seen by anyone **except census officials**.
- (3) Do not let anyone **except census officials** go with you on your visits.
- (4) Interview each respondent privately or with only members of his own family present. If necessary, explain that you are not supposed to get the information in the presence of anyone not employed in the census office.

6. Your Commissioner



Your Commissioner is your supervisor. He will train you for your job, give you your enumeration assignment, and supply you with the forms and other material you will need. He will, from time to time, examine your work, and, if necessary, make suggestions for improving it. It is his duty to see that you understand and follow the instructions in this book and that you complete the enumeration of your area as soon as possible.

If there are any questions or problems that you cannot settle by reference to this manual, make note of them and refer them to your Commissioner at the earliest possible opportunity. To prevent delay in your work, let him know in advance when you will need more forms or other materials.

7. Your supplies and enumeration forms

When you complete your training, you will be given the forms and other supplies you will require for the enumeration. The Enumerator's List of Supplies (Form 13) is included in this material and provides a check list of the supplies you receive and of the supplies to be returned when the enumeration is completed. When you receive your enumeration material, check to see that the numbers agree with those entered in the column headed "Number packed" on Form 13. Consult your Commissioner if there is any discrepancy. Note that if, after the enumeration begins, you receive additional forms, etc., you must enter the number of such extra supplies in the column headed "Extra issue" on Form 13.

Detailed instructions for the completion of the enumeration forms you receive are included in later sections of this manual. Briefly, the purpose of each of these forms is as follows:

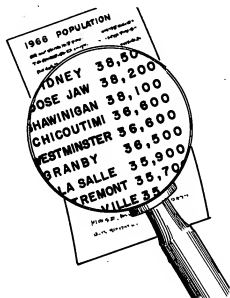
- (1) **Form 1—Visitation Record**—Use this form to list every dwelling in your EA (i.e., Enumeration Area) in the order of your route. This is the control record of your visits.
- (2) **Form 1A—Notice of Census Enumerator's Call**—Use this form if nobody is at home, since it is necessary to call back in order to obtain the census information.
- (3) **Form 1C—Postal Check Card**—If you are enumerating in an urban area which is included in the Postal Check operation, complete one of these cards for every occupied and vacant dwelling you list.

**7. Your supplies and
enumeration forms — Con.**

- (4) **Form 2 — Population Enumeration Book** — Use this form to enumerate the household and its members (i.e., every person who has a usual place of residence in this dwelling and who was included in the count in Column 9 of the Visitation Record (Form 1)).
- (5) **Form 3 — Population (Temporary Residents)** — Use this form to enumerate every person staying temporarily in the dwelling on the census date who has a usual place of residence somewhere else in Canada (i.e., all persons listed in Column 10 of the Visitation Record (Form 1)).
- (6) **Form 5 — Individual Population Form** — Use this form only when it is not possible, by means of a personal interview, to obtain the information you need to complete a Form 2 or 3 (e.g., for lodgers, inmates, etc.).
- (7) **Form 6 — Agriculture Questionnaire** — Use this form to record information for holdings of one acre or more in size if sales of agricultural products during the past 12 months were valued at \$50 or more.
- (8) **Form 7 — Agriculture Listing Form** — Use one line of this form to record agricultural information for holdings not qualifying for enumeration on Form 6.
- (9) **Form 18 — Merchandising and Service Establishment Questionnaire** — Complete one of these forms for each retail, wholesale and service establishment in your area.

B. IMPORTANCE OF COMPLETE COVERAGE AND USE OF MAPS

8. Complete coverage essential



The Census can succeed only if every dwelling and every person who is a usual resident of Canada is enumerated. In order to count the population, we must determine the number of people who occupy each dwelling on the census date which is June 1, 1966. It is essential, therefore, that you know the territory for which you are responsible and then cover it systematically.

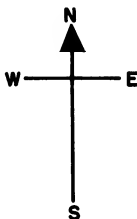
You must, therefore, make yourself thoroughly familiar with your Enumeration Area (EA) during the interval between your training and the beginning of enumeration, so that no part of the area and no person living there will be overlooked. The following example should help you realize the importance of complete coverage: there are approximately 35,000 enumerators, like yourself, all over Canada. If each enumerator should miss one person, then 35,000 people will have been missed, (and 35,000 missed persons mean about as many people as live in Belleville or Moose Jaw).

Whether you are in a rural or urban area, it is necessary that you make every effort to locate all dwellings in your area. In cities and towns, investigate every lane which might have dwelling places facing on it. Examine each house from the outside to see whether there might not be an apartment in the basement, at the back or side of the building. Frequently, what appears at first glance to be a single house actually contains more than one dwelling. Inquire at stores, garages and restaurants to find out if anyone lives there. Do not overlook the possibility of janitors' quarters in churches, schools, commercial buildings, factories and other non-residential structures. Within your EA there may be hotels or institutions that you must visit, provided that they are not separate EA's. Motels, tourist cabins, trailer camps and similar types of permanent or temporary accommodation must also be found and visited. Make a careful check of every possible dwelling, particularly when you think a place not primarily designed as living quarters is being so used.

Summing up, you must look for all places within your EA where people live or might be living, either permanently or temporarily, on June 1, 1966.



9. Know your Enumeration Area boundaries



During your training, you will receive a description of the area assigned to you for enumeration. If you are provided with a map, the boundaries of your EA will be outlined with a blue line and a description of your area might be attached to the map.

The top of your map usually points north. Otherwise, north will be indicated by an arrow.

Your map will be your most important aid in ensuring complete enumeration of your area. It will help you in locating your EA boundaries, as given in the description. You will indicate, by arrows, the route you have followed for enumeration purposes.

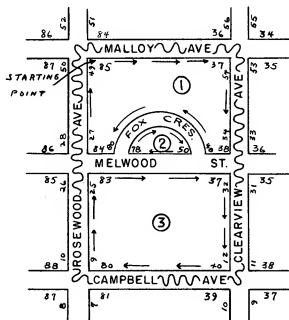


In cases where a road or street forms the boundary between two EA's, the dwellings situated on the side of the road or street within the boundary of your EA will be your responsibility. Those dwellings on the opposite side will be visited by the enumerator of the adjoining EA. It is, therefore, of greatest importance that you never enumerate outside your EA boundaries. You will cause many problems if you enumerate someone else's EA and you will not be paid for this duplicated work. If you find that a household has been previously enumerated and you have satisfied yourself that the dwelling is located within the boundaries of your EA, report the matter immediately to your Commissioner.

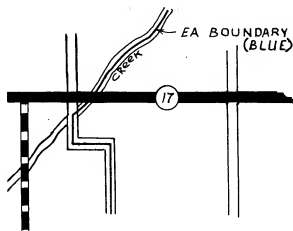
If your EA is an institution, it will be identified by name and location, and no map will be provided. The enumerator in the surrounding or adjacent EA will be instructed to exclude the institution. (See Section 29, Paragraph 1, re institutions.)

10. Use your map to ensure complete enumeration

(a) Urban areas



(b) Rural areas



If your EA is located in an urban area your map will most likely show street patterns and street names only. Each block within your EA will be numbered. If possible, you should enumerate the blocks in numerical order, i.e., Block 1 first, Block 2 second, etc. Always complete one full block before moving on to the next. Begin at one corner of the block and proceed around it in a clockwise direction, returning to your starting point. Do **not** go back and forth across the street and do not overlook any part of your area. Check for dwellings in every alley, lane or court. In other words, account for every dwelling in every block of your EA. If there are no blocks but the population is strung out along streets or roads, enumerate street by street or road by road. Watch for side streets and enumerate each one as you find it along the main street or road.

In rural EA's, boundaries of your EA may follow imaginary lines (lot, township, county) or visible lines (roads, rivers). Consider the blue boundary line around your EA as a fence. Never enumerate outside this boundary.

If you are unfamiliar with your EA, the scale at the bottom of your map will be of great help in evaluating distances.



10. Use your map to ensure complete enumeration—Con.

(b) Rural areas—Con.

Scale means the ratio of a distance on the map to the actual distance on the ground. If the scale is 1 mile to 1¼ inches, this means that 1¼ inches on the map represent an actual distance of one mile on the ground.

The map also depicts the main landscape features by means of symbols. The most important of these symbols are:

ROADS		CEMETERY	
RAILWAYS		BUILDINGS	
CANAL, DITCHES		HOUSE, BARN	
POWER LINE		SCHOOL	
QUARRY		CHURCH	
PIT, SAND OR GRAVEL		POST OFFICE	

Through these symbols, you can locate yourself within your EA by picking out landmarks (creek, church, school) along a road and checking those landmarks against the symbols on your map.

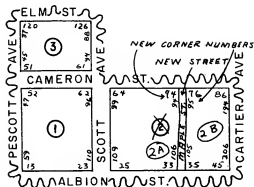
You should pre-arrange your route to cover all roads without excessive travelling. If possible, start at one corner of your EA and cover both sides of each road as you come to it (except the boundary roads, where you cover only the side of the road that lies within your EA).

11. Correct your map where necessary

While the Dominion Bureau of Statistics has provided you with the most up-to-date maps available, some of these maps are outdated. It is important that you make corrections while you familiarize yourself with your EA.

11. Correct your map where necessary — Con.

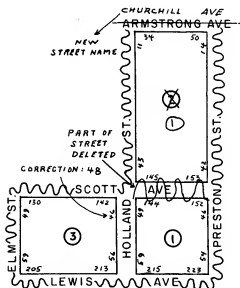
(a) Urban areas



Correct your map according to the following procedures:

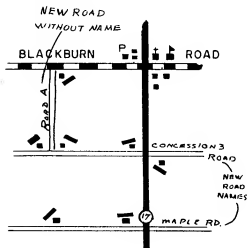
Check the civic corner numbers which are entered at each street intersection on your map. These numbers should correspond to the civic numbers of the **corner buildings**, whether or not the first building on the corner is residential or commercial.

If the civic number on your map proves to be incorrect, or missing, enter the correct address.



If there is a new street and your map does not indicate it, draw its location on the map and enter its name as well as the civic dwelling number at each corner. If such a street creates a new block, then you must assign a new block number. If, for example, Block Number 2 is in reality two blocks, then assign 2A to one part and 2B to the other part and refer to each of them in Column 2 of your Visitation Record.

(b) Rural areas



Enter the name of each road on your map, if it is not already shown. If there is no road name, assign it a letter and refer to it as such. If a road no longer exists, draw a wavy line through it. Cross out names which have changed and write the new name above the old one.

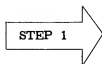
12. Important points to remember

- (1) Never change the location of the boundaries of your EA.
- (2) Enumerate **only** inside the blue line.
- (3) Indicate, with arrows, your route, even if it is a dirt road leading to a lone dwelling.
- (4) If, because of a great many corrections, your map becomes difficult to read, draw your own map to show clearly the most important features (i.e., streets, roads, rivers) of your EA.

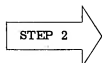
If you did not receive a map of your EA, see your Commissioner about the possibility of obtaining one from a local agency, or failing this, draw your own version. In either case, outline your EA boundaries on the new map, and identify it by your Electoral District and EA numbers from your EA box.

- (5) You must return all maps to your Census Commissioner.
- (6) For further instructions re rural areas, consult Section 122 (Enumeration of Agriculture), Paragraphs 1, 2 and 3.

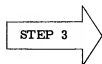
STEPS IN LOCATING AND ENUMERATING DWELLINGS AND PEOPLE



KNOW YOUR AREA



LIST ALL DWELLINGS



RECORD CENSUS FACTS

STEP 1



Your map shows the boundaries of your Enumeration Area.

STEP 2

VISITATION RECORD

The Visitation Record (Form 1) must account for all dwellings and persons in your Enumeration Area.

STEP 3

FORM 2	Population Questionnaire
FORM 3	Temporary Resident Document
FORM 5	Individual Population Form
FORM 6	Agriculture Questionnaire
FORM 7	Agriculture Listing Form

One or more of these forms may be required depending upon the household being enumerated.

C. ENUMERATION PROCEDURES

13. How to conduct the interview



A publicity programme has been planned which should help a great deal to prepare households for your visit. Nevertheless, much of your success as an enumerator will depend on the way you conduct your interviews. The following guides will help to make your interviews more effective:

- (a) **Your approach**—No pattern will fit every interviewing situation you will encounter, so you must be able to adapt yourself to the different reactions. Besides having common sense, patience, and tact, you must be courteous and thoughtful at all times. Such little actions as removing your hat upon entering a home or removing your rubbers at the door in wet weather will help to create a favourable impression.

Begin your interview by saying something like this:

"Good morning, I am
I have been appointed by the Government of Canada to take the Census and I would appreciate it if you would answer some questions about your household."

Sometimes a little small talk may be necessary to put the respondent at ease. Be friendly but spend as little time as possible in this way.

If you should happen to arrive at an inopportune time (at mealtime, for example), try something like this:

"I am sorry I got here just at mealtime. If for the moment you would give me the name of the head of the household and the number of persons who stayed here on June 1, I can call back later for the remaining information. Would it be convenient for me to come back in half an hour?"

To make sure that you do not neglect to enumerate this household, record it in the Visitation Record (Form 1) by entering the name of the head, the address, and the number of persons in the household on the line following the last household you have enumerated. Note the time set for your return visit in the Enumeration Notes Section (Column 11) and reserve a Form 2 side (or slides) for completion on your return visit. (More detailed instructions relating to Form 1 are included in Sections 41 to 77 of this manual.)

13. How to conduct the interview — Con.



(b) **Selecting a responsible person to interview** — Interview the head, his wife, or some other responsible member of the household who can answer the census questions accurately. Do not interview children and do not consult servants or neighbours unless it appears that no other person is likely to be available. Avoid interviewing before a group other than the respondent's family. Point out that replies to census questions are confidential and that you would like to speak to the respondent alone.

(c) **The interview** — Ask the census questions in the order in which they appear and as they are worded on the questionnaires. Read the question again if the respondent hesitates or does not seem to understand. Listen carefully to his replies and make sure you enter the information correctly. When you are satisfied that you have obtained all of the required information, thank the respondent for his co-operation.

(d) **How to handle difficult cases** — You may encounter a few **suspicious or unco-operative persons** who may resist answering such questions as those relating to age on the Population Questionnaire or farm expenditures on the Agriculture Questionnaire. In extreme cases, they may refuse to answer any of your questions.

A friendly and frank approach may overcome this resistance. Point out that the information is **strictly confidential**, that all census employees are sworn to secrecy, and that no information concerning an individual is revealed to anyone. If this fails, point out the penalty provided by the Statistics Act for refusal to answer the census questions. (See Appendix A: Sections of the Statistics Act.) If you still cannot get the required information, enter the address in the Visitation Record, write "refusal" in Column 11 and reserve a side (or sides) of the Population Questionnaire for the enumeration of this household. The incident must then be reported to your Commissioner.

Try to humour the **argumentative respondent**. Very often such a person will be quite co-operative after he has had his say. Be prepared to spend a little longer time than average enumerating him, however.

If you doubt the accuracy of any answers, make sure the respondent has understood the question. Record the answer as given, and make note of the case in the Visitation Record.

14. Language problems

The enumeration forms which you receive will be printed in either English or French, depending upon which of these languages is more commonly spoken in your area. Copies of questionnaires in the other language are included with your supplies, for your use if the need arise. Ask the questions from these extra forms but make the entries on the forms in the Enumeration Book, or in the case of the Agriculture Questionnaire, on the forms supplied in the envelopes. If your supplies happen to be in the language with which you are not familiar, ask your Commissioner to exchange them.

There may be homes in your area where neither English nor French is spoken. If you cannot make yourself understood, list the household in the Visitation Record, indicate that a call-back is required, and ask your Commissioner to provide an interpreter for your next visit.

15. Daily review of your work

At the completion of each day's work, review the questionnaires you have completed, using the check list on the inside of the front cover as a guide.

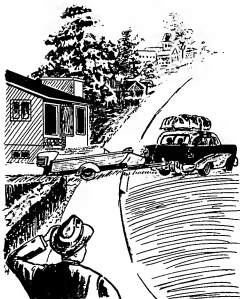
D. CALL-BACKS

16. General instructions

Call-backs are required to obtain all or part of the census information for an individual or for an entire household when no suitable respondent is available on your first visit. Badly managed call-backs are one of the main reasons for delay in completing enumeration. It is essential that you plan efficiently to prevent your call-backs from accumulating.

The procedures outlined below should help to cut down on the number of these extra visits. Read carefully Sections 49 to 53 on the entries in the Visitation Record (Form 1) and the special procedures to be followed if you cannot contact a household.

17. Call-back procedure for a household



If the call-back is required because all members of the household were absent at your first call, prepare Form 1A (Notice of Census Enumerator's Call) to notify the occupants of the date and time you expect to return to this household. Place this form in the householder's mailbox slot, or in some other place where it is sure to be noticed. Most people will try to be at home if they expect you, or will advise you if you should call at some other time.

Try to obtain from the neighbours or the janitor the name of the head of the absent household as well as the number of persons living there. Make the required entries in the Visitation Record (as explained in Sections 42 to 62) and be sure to reserve a side (or sides) of a Form 2 document, in correct sequence (as explained in Section 80 (2)) for the later enumeration of this household when you call back. If you know the name of the household head, you could telephone for an appointment to avoid extra call-backs. However, you must not complete the census forms by telephone but arrange only for a suitable time to call back.

18. Call-back procedure for an individual

If the call-back is required because no one was able to supply you with the necessary information for an absent household member, ask the respondent about a suitable time to return. Make the required notation in Column 11 of the Visitation Record to indicate the date and time you plan to call back. Enter, also, the name of the person on

18. Call-back procedure for an individual — Con.

the appropriate section of Form 2 (i.e., in sequence with the other members of the household) and complete the questionnaire on your return visit. (See Section 80 for further instructions relating to the completion of Form 2 for absent members of a household.)

19. Control of call-backs

Avoid having too many call-backs ahead of you at any time. It is important that you make your call-back at the time you specified on the Form 1A. You will be most successful if you schedule your call-backs between 5:00 and 9:00 p.m. in the evening. However, be careful not to arrange for more than you can handle in one night. (See Sections 49 to 53 and 78 on procedures to follow.)

If after a minimum of three visits you have been unable to contact the household, refer to your Commissioner on the action to follow. (See Section 53 on procedures to follow.)

E. BASIC DEFINITIONS AND EXPLANATIONS

20. Introduction

In the Census, we refer to the living quarters which people may occupy as a "dwelling". We use the term "household" to describe the person (or persons) who stayed in the dwelling over the night of May 31-June 1, or who were temporarily absent. Thus, the number of occupied dwellings equals the number of households in the Census.

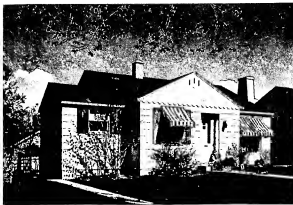
It is the enumerator's responsibility to locate every dwelling in his Enumeration Area, to determine the type of dwelling and whether it is occupied, vacant or under construction and to make decisions on how to enumerate members of the household. So that all of you will be able to make these decisions in the same way, we have included definitions and explanations of census terms in the following sections.

21. Dwelling

To be classed as a dwelling, living quarters must be **structurally separate** and must have a private entrance either from outside or from a common hall, lobby, vestibule, or stairway inside the building. The entrance must be one that can be used without passing through anyone else's living quarters.

Examples of a dwelling are

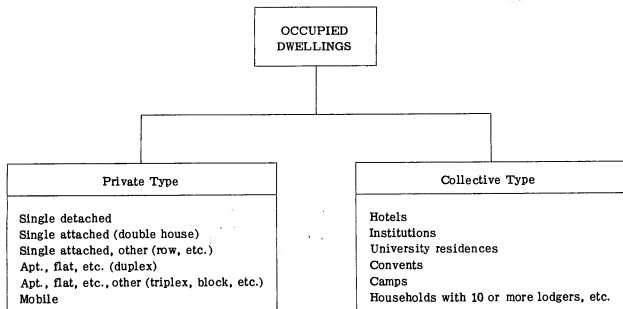
- (a) each single house;
- (b) each half of a double house;
- (c) each section of a row or terrace;
- (d) each self-contained apartment, flat, or suite in an apartment block, duplex, triplex, structurally converted single house, or in a non-residential building such as a school, church, factory, etc. Seasonal-type dwellings such as summer cottages, cabins, shacks and mobile trailers are listed as dwellings **only if they are occupied on June 1**. Do not include unoccupied summer cottages, cabins, etc.



Using this definition, you should be able to identify most of the living accommodation you will encounter. For example, you may be in doubt as to how you should classify two or three rooms on the second or third floor of what was originally a single house. Apply this

21. Dwelling—Con.

definition and classify these rooms as a dwelling **only** if there has been some **structural change** to separate them from other living quarters in the building and if they can be entered without passing through someone else's living quarters.

22. Occupied dwellings

For census purposes, occupied dwellings are divided into two groups, as follows:

- (a) **Private-type dwellings** are those in which a family or other small group of individuals resides, such as a single house, apartment, or flat.
- (b) **Collective-type dwellings** include such special types of dwellings as hotels, institutions, and other group quarters in which fairly large numbers of persons are likely to reside. These special types of dwellings are listed in Appendix B on Page 135. Instructions for enumerating the most important of them are found on Page

Any household not specified in Appendix B but which has **10 or more lodgers** must be designated as a collective-type dwelling.

23. Vacant dwellings

Classify as vacant any dwelling which is suitable and available for occupancy but is uninhabited at the time of the Census. Be sure, however, that the dwelling is not just closed for the time being and the occupants residing elsewhere temporarily. Model homes, although not available for occupancy on the census date should be classed as vacant.

Remember that summer cottages, cabins, shacks, trailers, etc., are not considered as dwellings if they are unoccupied on the date of the Census.

Note: Do not list dwellings condemned as unsuitable for occupancy, dwellings suitable for occupancy but uninhabited and unavailable due to expropriation.

24. Dwellings under construction

Consider a dwelling as under construction from the time the foundation is begun until the point at which it is ready for occupancy or occupied. Any completed dwelling which has not yet been occupied should be classed as vacant, however.

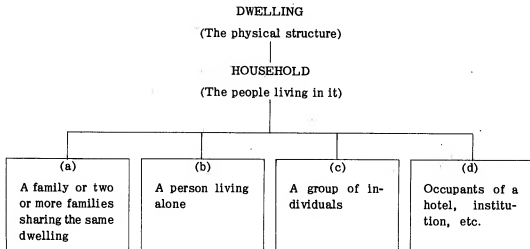
25. Household

As we have mentioned, the person or group of persons occupying a dwelling is a household. Any one of the following groupings may constitute a household:

- (a) a family or families with or without lodgers or servants;
- (b) a person living alone;
- (c) a group of individuals living together;
- (d) occupants of a hotel, institution, or camp, etc.

25. Household — Con.

The number of households in your EA must be the same as the number of occupied dwellings, i.e., the number of private- and collective-type dwellings.

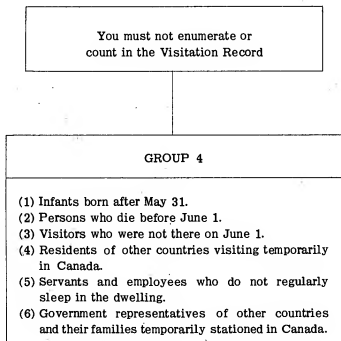
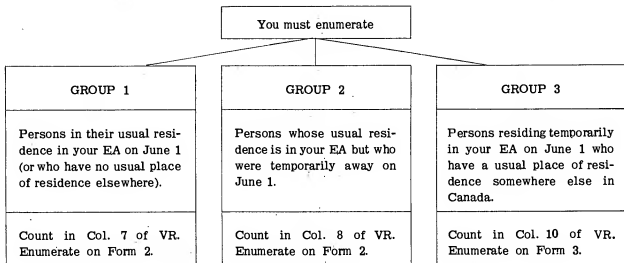
**26. Whom to include as members
of a household**

In considering whom you should include as members of a household, you must always think of the household as it was constituted at the census date, that is, at midnight between May 31 and June 1.

Therefore the household may be composed of one or more of the following:

- (a) Persons residing in their usual place of residence (that is, where they regularly sleep).
- (b) Persons whose usual place of residence is in the dwelling but who were temporarily away on June 1.
- (c) Persons residing temporarily in the dwelling who have a usual place of residence somewhere else.

The population of your EA may be classified into four main groups. Three of these groups you must enumerate and one you must not.



**26. Whom to include as members
of a household — Con.**



On the back cover of this manual is a more complete listing of the persons to be included in each of these groups.

Most persons in your EA will be readily classified into one of these groups. However, you may encounter a few who, for some specific reason, are difficult to classify. Examples of such persons and the procedure to follow are:

- (a) Entire households residing temporarily in your area on June 1, whose usual home is sublet to another household, should be enumerated as belonging to Group 1 (i.e., as if their usual residence was in your EA).
- (b) Households temporarily staying in your area, whose usual home in another EA is closed, should be enumerated in the same way as Group 3 (i.e., as residing temporarily in your EA).
- (c) Husbands or wives who live away from home due to the nature of their employment but who return home periodically (such as weekends), should be enumerated with his or her family the same as persons in Group 2 (i.e., as having their usual residence in your EA, but temporarily away on June 1).
- (d) Unmarried sons or daughters living away from their family should be considered as in their usual residence where they are employed and should not be enumerated with their family even if they return home for weekends.
- (e) Such persons as entertainers, ball players, and seasonal farm workers from another country, employed in Canada at the census date, should be enumerated only if they consider that they have taken up residence in Canada. Otherwise, consider them as belonging to Group 4, and do not enumerate them.
- (f) Students staying in boarding-houses, university residences, lodging-houses, apartments, etc., and who have a usual place of residence elsewhere in Canada should be enumerated in the same way as Group 3 (i.e., as residing temporarily in your EA). Students with no usual place of residence, other than the dwelling in which they are located, belong to Group 1 (i.e., as having their residence in your EA). Students with a usual place of residence outside of Canada belong to Group 4 and must not be enumerated.

Other special cases may arise. If you are in doubt as to how to enumerate them, consult your Commissioner.

27. Who is the head of the household?

For census purposes, every household must have a head. Following is the method of determining who this will be in each of the various possible types of households.

Household	Head
(1) Husband and wife with or without children	Husband
(2) One parent and one or more unmarried sons or daughters	Parent (regardless of age or dependance)
(3) Parent and married son or daughter with or without children	Either the parent or the married son (or son-in-law) or married daughter (or daughter-in-law) depending upon which is mainly responsible for maintenance of the household
(4) Brothers and sisters, or other group of related persons	Either the eldest or the one mainly responsible for maintenance of the household
(5) A group of unrelated persons sharing a dwelling on an equal basis	Any member of the group
(6) Landlord and a group of lodgers	The landlord
(7) Hotel, institution, or other collective-type household	The official in charge, if he is a member of the institutional household. Otherwise, a resident member of the staff
(8) Household consisting entirely of guests, lodgers, or inmates	Any member

Note that a person occupying a dwelling alone is always reported as the head.

28. Order of enumeration of household members

Enumerate the members of the household in the following general order:

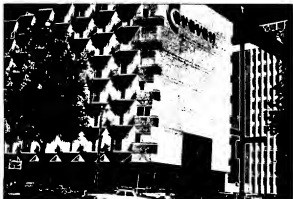
- (1) Head.
- (2) Wife of head.
- (3) Unmarried children in order of age, eldest first.
- (4) Married children and their families.

28. Order of enumeration of household members – Con.

- (5) Additional relatives and their families.
- (6) Lodgers and their families.
- (7) Employees and their families.
- (8) Other members of the household.

It is very important that members of the same family group be enumerated together.

29. Enumeration of collective and other special types of dwellings. (List included in Appendix B.)



The large institutions with 200 or more persons and hotels with 200 or more rooms have been established as separate EA's. If any of these special dwellings are so indicated in the descriptions of your EA, omit them from your enumeration. Consult your Commissioner if you are in doubt about the inclusion of any such dwelling. If you encounter a dwelling of this size which has not been established as a separate EA, report it to your Commissioner so that steps may be taken to enumerate the persons staying there on June 1.

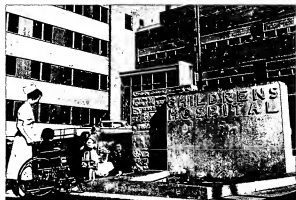
You are responsible, however, for the enumeration of smaller collective-type dwellings located in your EA (i.e., those with accommodation for fewer than 200 persons). The following collective-type dwellings could fall into this category:

- (1) Health and welfare institutions (hospitals, nursing homes, orphanages, etc.).
- (2) Corrective and penal institutions (prisons, reformatories, etc.).
- (3) Religious and educational institutions (boarding-schools, convents, university residences, etc.).
- (4) Hotels, lodging-houses, etc. (motels, YMCA's, YWCA's, etc.).
- (5) Camps (lumber camps, military camps, etc.).
- (6) Hutterite colonies.
- (7) Merchant vessels.
- (8) Diplomatic residences.

Remember any dwelling which has 10 or more lodgers must be designated as a collective-type dwelling.

A detailed list of these special-type dwellings is included in Appendix B on Page 135. To assist enumerators with institutional EA's or with collective dwellings of fewer than 200 persons in their Enumeration Area, detailed instruction for enumerating the most important of these special dwellings follows.

30. General hospitals and staff residences



The official in charge of the hospital will be able to supply you with information on all persons there, over the night of May 31-June 1. Contact him to make the necessary arrangements before beginning the enumeration. Staff members (doctors, nurses, orderlies, etc.) may reside in self-contained private dwellings within the hospital premises or on hospital property (e.g., (1) a doctor and his family in a private dwelling on hospital grounds, or (2) a nursing supervisor occupying a separate self-contained suite within the hospital). Enumerate the occupants of each such dwelling as a separate household living in a private-type dwelling.

All other staff members residing at the hospital or in staff residences and patients in hospital at that time will form one household in a collective-type dwelling, even though the hospital may include units of several types such as a psychiatric unit, a convalescent home, a sanatorium, or an orphanage, and even though it may consist of more than one building in your area. Select the most senior staff member as the head and record the others as employees or inmates, as the case may be. If there is no resident staff member, list the first person enumerated as "head".

Enumerate resident staff members (including nurses-in-training) on Form 2 (Population Questionnaire). Long-term patients (those in hospital for six months or longer) and patients with no other usual place of residence should be considered as usual residents at the hospital and enumerated as inmates on Form 2. Short-term patients (in hospital for less than six months and who have a usual place of residence elsewhere) are considered as temporary residents and enumerated on Form 3.

You may be unable to interview some of the patients. Arrange to leave Individual Population Forms (Form 5) for distribution to such persons as would be enumerated on Form 2 and set a date for your return visit to collect these forms. Be sure to transfer the information from the Forms 5 to Forms 2. If any long-term patient is unable to complete the Form 5 in regard to information required for Form 2, try to obtain as much of the information as may be available from the hospital records. For short-term patients to be enumerated on Form 3, note that you require completion of Questions 1 to 3 only (i.e., name and address), which can very often be obtained from hospital registers.

31. Sanatoria, mental hospitals, etc.

The procedure for this type of hospital is similar to that for general hospitals. However, since the period of stay here is usually indefinite or fairly long, all patients are to be enumerated as inmates on Form 2, the institution to be considered as their usual place of residence.

**32. Nursing and welfare homes
(such as senior citizens'
homes)**

As in the case of general hospitals, sanatoria, etc., separate self-contained living quarters for staff members and their families within the institution premises are to be treated as separate private-type dwellings and the occupants of each as a separate household. Group all other persons in the home to form one household in a collective-type dwelling, selecting the most senior staff member as the head. Classify the other members of the staff as employees and the patients as inmates. Enumerate resident staff members and long-term patients (those in the home six months or longer) on Form 2, and short-term patients (those in the home for less than six months) on Form 3.

Senior citizens' homes may be of varying types. These should be treated as:

- (a) **collective-type dwellings**—if the living accommodation is of the congregate type where supervisory care and common eating arrangements are provided. These should be enumerated as the nursing homes above;
- (b) **independent living quarters**—if the occupants are living in private self-contained units with exclusive use of necessary household conveniences and facilities and are free to come and go as they like. These should be enumerated as normal private-type households;
- (c) **combined quarters**—on occasion, provision may be made for both the above types of living accommodation under the same authority or organization. For example, there may be a main building where supervisory care and common eating arrangements are provided. Situated in the same area may be separate independent living quarters in which the occupants prepare their own meals and are free to come and go at will. Both of these types are operated by the same authority or organization. The first group should be treated as a collective-type dwelling and the second as a private type.

33. Hotels, motels, missions, hostels, jails, tourist camps, etc.



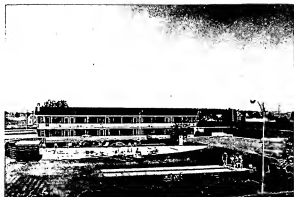
Hotels which cater to transients, motels, tourist cabins, missions, hostels, and jails are examples of collective-type dwellings whose occupants change from day to day. Your Commissioner will advise you if your EA includes any of these dwellings. Your Commissioner will have contacted the manager or some other responsible official before the census date to obtain his co-operation and assistance in planning the enumeration of the dwelling.

Your Commissioner will instruct you in the method of distributing and collecting Individual Population Forms (Form 5) when it is not possible to obtain personal interviews with any persons whose usual residence is in the hotel, etc., or who do not have a usual residence elsewhere. When Forms 5 are used be sure to transfer the information to the Form 2—Population Questionnaire. Parts (1) to (3) below present the general procedures for the enumeration of these dwellings.

(a) Hotels, motels, and tourist cabins—Enumerate the following persons on Form 2:

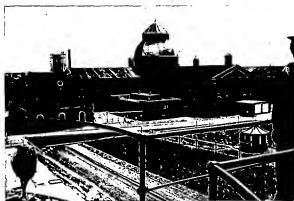
- (1) resident members of the staff and their families;
- (2) guests for whom this is the usual place of residence;
- (3) transients with no fixed residence.

Persons with a usual place of residence somewhere else in Canada are temporary residents here and are to be enumerated on Form 3 (i.e., Questions 1 to 3). This information can generally be obtained from the hotel or motel register. Do not enumerate persons whose usual residence is outside Canada. The occupants of each of these collective-type dwellings will be grouped together as one household, even though some may be living in self-contained suites in the hotel, or in cabins or units of a motel separated from the main lodge or building. However, if more than one half of the accommodation consists of self-contained dwelling units which are occupied by persons who have no usual place of residence elsewhere, consider the occupants of each such unit as a separate household in a private-type dwelling. Group the remaining resident staff members and guests as an additional household in a collective-type dwelling, with the senior resident staff member reported as "head" and guests as "lodger, lodger's wife, etc.", as the case may be.



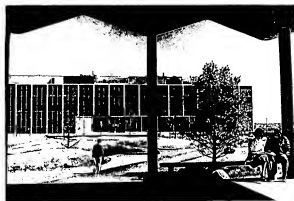
(b) Hostels and missions—All persons in a Salvation Army hostel, a mission, or some other similar dwelling are considered as members of one household. Most of the persons living there will have no other residence and will be enumerated on Form 2. Select the senior resident staff member as the head of the household and consider the other members of the household as employees or inmates, as is applicable.

33. Hotels, motels, missions, hostels, jails, tourist camps, etc. — Con.



(c) **Jails and other penal institutions**—Self-contained living quarters provided for the warden and his family or for other staff members are classed as separate private-type dwellings and the persons in each such dwelling as a separate household. Any remaining resident personnel of the institution (not in private-type dwelling) and the inmates will form one institutional household, regardless of the number of building units, with a senior resident staff member as **head**, guards or other staff members considered as **employees**, and the prisoners as **inmates**. Enumerate persons confined to **municipal or county jails** on the night of May 31, on Form 3 (i.e., Questions 1 to 3). This information usually can be obtained from the jail records. On the other hand, all inmates of **penitentiaries or reformatories** must be enumerated on Form 2.

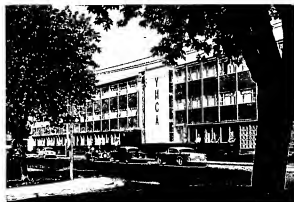
34. Boarding-schools, university residences and fraternity houses



Staff members and their families residing in separate self-contained living quarters are to be considered as separate households and their dwellings as private-type. Remaining resident staff members will be enumerated with the school household as one collective-type dwelling, with the senior staff member as the **head** of the household, regardless of the number of residence units (e.g., dormitories). Enumerate all resident staff members and their families on Form 2.

Students with a usual place of residence elsewhere in Canada will be enumerated as temporary residents on Form 3 (i.e., Questions 1 to 3). All students with no other home will be enumerated on Form 2. Do not enumerate students with a usual place of residence outside of Canada, however.

35. Households with 10 or more lodgers, clubs, YM and YWCA's, etc.



Households with 10 or more lodgers, clubs, YM and YWCA's, and other similar establishments frequently furnish accommodation in much the same manner as a hotel, considering each such establishment as a separate collective-type dwelling unit and the persons residing there on June 1 as one large household, persons in their usual place of residence to be enumerated on Form 2, and those residing there temporarily on Form 3 (i.e., Questions 1 to 3).

36. Convents and monasteries

Each convent or monastery is to be counted as one collective-type dwelling with one household, even though it may consist of more than one building. In each of these institutions, the Superior will be the household head. For the other members of the household, mark **Employee** in Question 2 of the Population Questionnaire (Form 2), and enter in the write-in space, **Nun, Priest, Novice, Sister, Brother**, etc. Do not mark brother, sister, or father, in the marking area. Enumerate all persons residing in a dwelling of this type on Form 2. Note that the local residence of a priest or a dwelling occupied by a small group of nuns who teach in a local school should not be classed as a monastery or a convent. This type of residence, which occurs frequently in small towns or villages, should be considered as a private-type dwelling.

**37. Construction camps,
logging camps, etc.**

Consider any separate dwellings for staff or employees and their families as private-type dwellings, and the occupants of each as a separate household. All other persons at the camp will constitute one large household in a collective-type dwelling, with the senior staff member as the **head** and the remaining members as **employees**.

Enumerate all residents of the camp on Form 2, except for cases such as a married man who definitely states that he maintains a usual place of residence somewhere else in Canada. Enumerate persons in this category on Form 3.

**38. Military establishments
(camps, stations, etc.)**

Military establishments are special enumeration areas enumerated by the Department of National Defence. The military enumerator will enumerate on Form 2 all persons with a usual residence in Canada (including civilian workers and their families) living within the boundaries of the camp or station. **You must include, in your enumeration, all Canadian military personnel living in your EA (i.e., outside the boundaries of the camp or station).** To avoid omission or duplication of persons living close to the military area, consult your Commissioner to determine the exact boundaries of the camp or station.

39. Hutterite colonies

Count each Hutterite colony as one large household in a collective-type dwelling, with the **boss** of the colony as the household **head** and his immediate family as "wife of head", "son or daughter", etc. Enumerate each family group (husband, wife, and unmarried children) together, as partner, partner's wife, partner's son, partner's daughter, etc. In the write-in section of Question 2, Form 2, number each subsequent family group in turn, as follows:



Partner

If relationship not listed,
specify below:

Family 1
as uncle, aunt, cousin, etc.

Partner's
wife

If relationship not listed,
specify below:

Family 1
as uncle, aunt, cousin, etc.

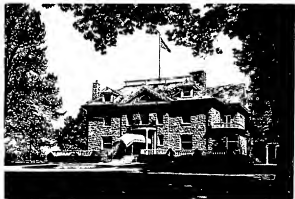
Partner's
child

If relationship not listed,
specify below:

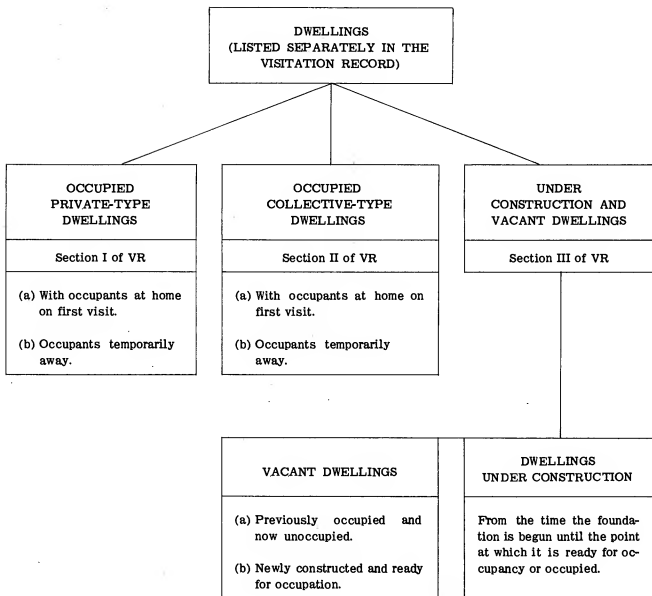
Family 1
as uncle, aunt, cousin, etc.

Enter **Partner** for persons who are not members of any family, and try, as far as possible, to retain this group together on the Population Questionnaire, enumerating them after all the family groups are completed.

40. Diplomatic residences



Diplomatic residences of a foreign country in which any Canadians were staying on the night of May 31-June 1 must be enumerated. The residence must be considered as a private-type dwelling, with the Canadian residents as a household. Select one of the Canadian occupants as the household head, and enumerate the others as employees, lodgers, etc., depending on their status in the dwelling. **Do not enumerate any persons in the dwelling except the residents of Canada.** Diplomatic residences in which no Canadians were staying on the census date are not to be enumerated, or listed in the Visitation Record.



F. CONTROL FORMS

FORM 1 - VISITATION RECORD

41. General instructions

The Visitation Record is the first enumeration form you will use. Every dwelling in your EA must be listed, whether it is occupied, vacant, or under construction.

The Visitation Record provides for separate listings of private-type dwellings, collective-type dwellings, and dwellings under construction or vacant, as follows:

Private-type dwellings
(Occupied single homes, apartments, flats, mobile homes, summer cottages, etc.)

→ List in Section I of Pages 2 to 23
(lines numbered consecutively from 001 to 300 in Column 3).

Collective-type dwellings
(Households with 10+ lodgers, hotels, group quarters in institutions, camps, etc.)

→ List in Section II of Pages 2 to 11
(lines numbered 901 to 925 in Column 3).

Dwellings under construction or vacant
(Excluding unoccupied summer cottages or trailers, etc.)

→ List in Section III of Pages 2 to 11
and on Pages 24 and 25.

For most EA's, one Visitation Record will be sufficient. However, if your EA contains more than 300 private-type dwellings, obtain a second Visitation Record from your Commissioner when the first one has been filled. Change the household numbers (Column 3) in Section I, etc., to 301, 302, etc. If you list any collective-type dwellings in the second book, start with the number following the number of the last such dwelling listed in your first book (e.g., if the last collective-type dwelling listed in Book No. 1 was 914, begin with 915 in your second book).

List all the dwellings in the order of your first visit - one dwelling on each line, and leaving no blank lines between listings.

Before beginning to enumerate, complete the required information on the front cover of the Visitation Record. **Use ink for all entries on this form.** Keep the VR in your portfolio when not in use to prevent undue soiling or other damage.

How to complete each column

SECTION 1 - Private-type dwellings

42. Column 1

Unincorporated village,
settlement, etc.

UNINCORPORATED VILLAGE, SETTLEMENT, ETC.
1
Burley

Column 1 of the Visitation Record should be completed in rural Enumeration Areas that contain unincorporated communities. An unincorporated village or settlement consists of an agglomeration or cluster of dwellings grouped fairly closely together and has a name by which it is known locally. However, it has no legal boundaries.

Unincorporated villages, settlements, etc., are to be distinguished from post office addresses. That is, a group of farm dwellings scattered along a concession and having the same post office address do not necessarily constitute the agglomeration under that name.

Show each unincorporated place separately by drawing a line across Column 1 above the number of the first household in the village or settlement and a line below the number of the last household. Write the name of the place in Column 1 on each page until the enumeration of the village is completed. If such a place extends into an adjacent EA, indicate that you have enumerated only **part** of it.

43. Column 2

Block number (if applicable)

BLOCK NUMBER (if applic- able)
2
11
11
12
12

If the map of your EA includes prenumbered blocks, enter the number of the block in which each dwelling you list is located. Remember to complete the listing of all dwellings in a block before proceeding to the next block. (See Section 10.)

How to complete each column - Con.

SECTION I - Private-type dwellings - Con.

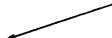
44. Column 3

Household number

The number printed on each line of this column identifies the household being enumerated. This is the household number that must be entered in Question A of the Population Questionnaire (Form 2).

HOUSE- HOLD NUMBER
3
013
014

Household numbers
of
private-type
dwellings



45. Column 4

Date of visit to this
household

Record the date of your **first visit** to this household or dwelling. Keep the date within the column so that the figures do not become part of the street address in Column 5.

DATE OF VISIT TO THIS HOUSE- HOLD
4
2/6
2/6
2/6
3/6

How to complete each column - Con.

SECTION I - Private-type dwellings - Con.

46. Column 5

Exact location of
this dwelling

Follow the instructions given in this column. Remember that the **exact location** is required, which is not necessarily the same as the post office address. If the dwelling is in an apartment building, give the apartment number also. For households in temporary residence in your EA, give the address at which you enumerate them.

EXACT LOCATION OF THIS DWELLING
(1) For cities, towns and villages, enter street and number. (Give apt. no. if any.)
(2) For other areas, give:
(a) Lot and concession in Que. and Ont.
(b) Sec., twp., range and meridian in Prairies.
(c) Parish, twp., etc., in other provinces.
5
235 Gloucester St., Apt. #10
237 Gloucester St.
62 Main St.
64 Main St.
66 Main St.

47. Column 6

Name of the head
of this household

Apply the instructions in Section 27 to determine who is the head of the household. Enter the name by **printing** the surname first, followed by the given name and initials. (See Sections 17 and 80 for procedure if all members of the household are away on your first visit.)

NAME OF THE HEAD OF THIS HOUSEHOLD
Print surname of household head, followed by given name and initials.
6
JONES, John G.
NEIL, Gordon H.
SMITH, Frank J.

How to complete each column - Con.

SECTION 1 - Private-type dwellings - Con.

48. Columns 7, 8, 9 and 10

Number of persons in this dwelling

NUMBER OF PERSONS IN THIS DWELLING				
Usual residence here on June 1 (or no other residence)			Temporarily here on June 1	
How many persons live in this dwelling and were here on June 1?	In addition, how many persons were temporarily away on June 1?	This makes a total of..... persons who live here?	How many visitors who live elsewhere in Canada stayed here on June 1?	
(Form 2)			(Form 3)	
7	8	9	10	
2	+	-	= 2	-
5	+	1	= 6	-
6	+	-	= 6	1
3	+	1	= 4	-
3	+	-	= 3	-
4	+	-	= 4	2
2	+	-	= 2	-
5	+	-	= 5	-
1	+	2	= 3	-
4	+	-	= 4	-
3	+	-	= 3	-
3	+	3	= 6	-
41	+	7	= 48	3
TOTALS PAGE 5				

The entries in these columns will provide a count of the population in your EA. To make this count complete and accurate, study carefully the instructions given on the back cover of this manual to determine whom to enumerate in each household and in what column of the Visitation Record they should be listed. Ask questions above Columns 7, 8, 9 and 10 as they are worded. This is most important since the wording above these columns is designed to ensure that all persons are included in the population count as they are grouped accurately. When an entry is not required in a column, the entry space should contain a dash (e.g., -).

Refer, also, to the instructions for "usual" and "temporary" residence (Section 26). When a page of the Visitation Record is filled, Columns 7 to 10 totals should be transferred to the appropriate columns on Page 28.

49. Column 11

Incomplete 1st visits

INCOMPLETE 1ST VISITS
(1) Enter "absent hhdld." if nobody home on 1st visit.
(2) Enter reminder notes on return visits for Forms 5 left, etc., and times for pick-up.
(3) Use Pages 26 and 27 for all explanations required.
11
<i>Absent hhdld.</i>
<i>2 Forms 5 - Pick up 4/6</i>
<i>Good - away for summer</i>

There will be times when it is impossible to complete the enumeration of household members on your first visit. Therefore, you will have to "call back" at a dwelling for the information you need.

- (1) If no one is home at the time of your initial visit (i.e., the household is absent), enter the note "absent household" in Column 11. (Try to complete Columns 2 to 10 from information from neighbours, janitors, etc., and be sure to reserve a Form 2 side (or sides) for this household to be completed on your return visit.)

- (2) If an individual member of the household is absent on your first visit, and

- (a) other household members cannot provide the necessary information for the person, and

How to complete each column - Con.

SECTION 1 - Private-type dwellings - Con.

49. Column 11 - Con.
Incomplete 1st visits

(b) you discover that you will be unable to make personal contact with this person even if you call back,

Form 5 should be left using the procedure outlined in Section 100.

When a Form 5 is left at a dwelling, note this case in Column 11 to remind you to return and pick up the completed form. If there is insufficient room in Column 11 for notes concerning this household, a record should be made on Page 26 or 27. This record should be identified by the household number.

50. Columns 12 and 13
Dates and times of call-backs

CALL-BACKS			
Dates and times of call-backs			
2nd visit		3rd visit	
Date	Hour	Date	Hour
12		13	
2	11:00 a.m.	4	6:00 p.m.
3	5:15 p.m.		

These columns are used to record the date and time of your second and third visits made to a household in which **all members** were absent on your first visit (i.e., "absent household" in Column 11).

51. Column 14
Interview (household contacted)

If, during any call-back to a household which was absent on your first visit, you are able to complete the enumeration, check the box ☒ in Column 14.

Enumeration completed by:
Interview (household contacted)
(✓)
14
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

How to complete each column - Con.**SECTION I - Private-type dwellings - Con.****52. Column 15**

Close-out (Explain on Page 26)

Enumeration completed by:
Close-out (Explain on Page 26)
(√)
15
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

If, during any visit, you find that the household is definitely away for the entire period of enumeration, check the box ☒ in Column 15. Be sure to enter a note on Page 26 or 27 to identify the household number and give all known details re whereabouts, date of return and temporary address of the household.

This information will be valuable in following up at a later date. Fill in any information obtained from neighbours, janitors, etc., re names of household members and their relationship to the household head on the Form 2 reserved for this household. **Do not ask ages or marital status from non-household members.**

53. Column 16

If referred to
Commissioner, check here

If referred to Commissioner check here
(√)
16
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>

If, after a minimum of three visits, you have been unable to contact the household, consult your Commissioner on the action to follow. Indicate that you have done so by checking the box ☒ in Column 16.

If, when you have completed your EA, you have any entries in this column (Col. 16) but Cols. 14 and 15 have still not been checked off (i.e., the enumeration is still not completed) remind the Commissioner that these cases are still outstanding.

How to complete each column - Con.

SECTION II - Collective-type dwellings

54. Columns 1, 2, 4, 5 and 7 to 16

Section II provides for listings of collective-type dwellings. With the exception of Columns 3 and 6, all columns within this section should be completed according to the instructions for Section I - Private-type dwellings.

55. Column 3

Household number

HOUSE- HOLD NUMBER
3
911
912
913
914
915

The number printed on each line of this column identifies the collective-type dwelling being enumerated. Note that household numbers for collective-type dwellings begin with 901 on Page 2 and continue to 925 on Page 10 of the Visitation Record.

Household numbers
of
collective-type
dwellings

56. Column 6

Name (or type) of
dwelling

Record the name of the collective-type dwelling if it has one. If not, indicate its type, e.g., "lodging-house", "tourist home", etc. Do not give the name of the household head as in private-type dwellings.

NAME (OR TYPE) OF DWELLING
(1) For an institution, hotel, camp, etc., enter its name.
(2) For a collective-type dwelling with no identifying name, enter the type (as lodging house, lumber camp, etc.).
6
<i>Children's Aid Society</i>
<i>Lodging House</i>
<i>Sunset Nursing Home</i>

How to complete each column—Con.

**SECTION III—Dwellings under construction
and vacant dwellings**

57. Columns 2 and 4

Block number (if applicable)
Date of visit to this
household

Follow the instructions for these columns in Sections I and II.

58. Column 5

Exact location of this
dwelling

The instructions for Sections I and II should be followed for Column 5. It is essential, however, that you record the apartment numbers of vacant dwellings in this column.

EXACT LOCATION OF THIS DWELLING			
(1) For cities, towns and villages, enter street and number.			
(2) For other areas, give:			
(a) Lot and concession in Que. and Ont.			
(b) Sec., twp., range and meridian in Prairies.			
(c) Parish, twp., etc., in other provinces.			
5			
300 Gloucester St.			
68 Reed St.			
196 Main St., Apts. 3, 4 and 7			
Section	Township	Range	Meridian
Prairie Provinces			

If, for example, three apartments are vacant in a 10-unit apartment building, the entry in Column 5 would be "196 Main Street, Apts. 3, 4 and 7". Use as many lines as needed in this column of Section III.

59. Column 6

Type of dwelling

Mark the type of each vacant dwelling and each dwelling under construction in Column 6. Indicate the type of dwelling by marking a check in the appropriate box.

TYPE OF DWELLING		
Single (detached)	Single (attached)	Apartment, flat, etc.
(✓)	(✓)	(✓)
6		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(For definitions of dwelling types see Section 90.)

How to complete each column—Con.

**SECTION III—Dwellings under construction
and vacant dwellings—Con.**

60. Column 7

Dwellings under
construction

DWELLINGS UNDER CONSTRUCTION (Exact number at this address)	
(A dwelling is under construction from the time the foundation is begun until it is ready for occupancy or occupied.)	
7	
No.	—
No.	—
No.	—
No.	5
No.	1
UNDER CONSTRUCTION 6	
TOTALS PAGE	

Indicate in Column 7 the actual number of dwelling units "under construction" at the address given in Column 5. Thus, if the dwelling is a single house enter "1". If, however, there is to be more than one unit on a common foundation at this location (e.g., as in the case of an apartment building or row of single attached dwellings) enter the expected number of dwelling units which will be found in the completed building.

When you have completed the column enter the **total number** of dwelling units under construction in the appropriate box under Column 7 on Pages 3 to 11 and Page 25 of the Visitation Record.

61. Columns 8 and 9

Vacant dwellings

VACANT DWELLINGS (Exact number at this address)	
(A dwelling is vacant if it is suitable for occupancy but is not the home of any household.)	
New dwelling	Occupied before
8	9
No.	No.
No.	No.
No.	No.
No.	No.
No.	No.
VACANT	5

Indicate in Column 8 the number of vacant "new dwellings" located at the address given in Column 5 (i.e., those dwellings which have never been occupied before, but which are now suitable for occupancy since construction has been completed).

Indicate in Column 9 the number of vacant dwellings "occupied before" located at the address given in Column 5 (i.e., those dwellings suitable for occupancy which have been previously occupied but are not the home of any household at the time of the Census).

When you have completed the columns enter in the VACANT box the number of "vacant" dwellings totalled from Columns 8 and 9 on Pages 3 to 11 and Page 25 of the Visitation Record.

Note: Do not class as "vacant" any dwelling unoccupied at the census date due to the **temporary absence** of the household (e.g., on vacation). Such dwellings must be listed in Section I with the number of usual occupants in Columns 8 and 9.

How to complete each column—Con.

**SECTION III—Dwellings under construction
and vacant dwellings—Con.**

62. Column 10
Remarks

REMARKS

For vacant dwellings, indicate any other information available, such as:

- (1) Whether available for rent or sale.
(2) Length of time vacant.

10

For sale, vacant 6 weeks

For rent, vacant 1 month

Rented for Aug. 1, vacant 5 weeks

In addition to the type of notes suggested in the column heading, add any notes you consider necessary for your own use. (Pages 26 and 27 should be used for any additional comments. Since there is no household number in Section III, the address used in Column 5 should be used as a reference.)

**PAGE 28—Enumerator's totals and
Enumeration Area
Reconciliation Table**

Entries are required in both tables on Page 28 of the Visitation Record before you turn in your work to the Commissioner. The purpose of this is: (1) to enable you to prepare your Account for Payment (Form 31) from these entries, and (2) to make a final check of the accuracy of your work.

Enumerator's Totals Section

63. Columns 7, 8, 9 and 10
Persons in dwelling

The following steps are required:

Carry over the totals from each page of the Visitation Record for Columns 7 to 10 and enter them in the section "Enumerator's Totals". Check to make sure that the figure entered from Column 7 plus the figure from Column 8 equal the figure in Column 9.

ENUMERATOR'S TOTALS

Page	Section of page	Persons in dwellings			
		Column 7	Column 8	Column 9	Column 10
3	I	21	+	2	= 23
	II	42	+	10	= 52
5	I	51	+	1	= 52
	II	12	+	-	= 12
7	I	32	+	3	= 35
	II	96	+	-	= 96

PAGE 28 - Con.

64. SECTION III dwellings

Under construction

Vacant

Carry over the totals from each page for "under construction" and "vacant" dwellings (i.e., Pages 3 to 11 and Page 25) and enter them in the "Enumerator's Totals" section of Page 28.

Section III dwellings	
Under construction	Vacant
1	5
	3

65. Book 1 totals

Total the number of "Persons in dwellings" in Columns 7, 8, 9 and 10 and enter in the Book 1 totals space.

Enter the total figures of "Under construction" and "Vacant" dwellings in the "Book 1 totals" space under these columns.

17	I	$61 + - = 61$	2				
19	I	$76 + - = 76$	-				
21	I	$45 + 2 = 47$	5				
23	I	$59 + 1 = 60$	-				
25	III				-	-	
Book 1 totals		598	17	615	21	3	4
Book 2 totals (if required)							
EA Totals		598	17	615	21	3	4

66. Book 2 totals (if required)

If more than one Visitation Record Book is required for your Enumeration Area (i.e., more than 300 dwellings) the entries from the first book should be transferred to the space for "Book 1 totals" in the second book. The count of persons and dwellings in the second book should be entered in the space for "Book 2 totals".

67. EA totals

Enter your EA totals by adding Book 1 to Book 2 totals. (Most enumerators will not require more than one Visitation Record Book.)

PAGE 28 - Con.

Enumeration Area Reconciliation Table

68. Column 9 total

Enter your EA total from Column 9 of the previous table. This should be the total number of people you have enumerated in their usual place of residence on June 1, or who were temporarily away on June 1.

69. Persons enumerated on Forms 2

Count the total number of persons enumerated in all sections of your Forms 2 and enter.

70. Difference

If there is a difference between the total of Column 9 and the number of sections of Forms 2 completed, it means that you may not have completed a section of Form 2 for each person listed in your Visitation Record, or you have completed a section of Form 2 for someone not listed in the Visitation Record. A difference could also occur because of errors in additions or counts. A figure in the difference space indicates that a check should be made. Your Commissioner's help should be requested if the figures cannot be reconciled.

Item	Enumerator's EA Totals
Column 9 total	615
Persons enumerated on Forms 2	615
Difference	-

71. Column 10 total

Enter your EA total from Column 10 of the previous table. This should be the total number of visitors you enumerated who live elsewhere in Canada.

72. Persons enumerated on Forms 3

Count the number of Temporary Resident Forms 3 completed in your EA and enter.

73. Difference

A figure in this space indicates an omission in the Visitation Record entry, a Form 3 completed in error, an absence of a Form 3, or an incorrect addition or count and should be investigated.

Column 10 total	21
Persons enumerated on Forms 3	21
Difference	-

PAGE 28 - Con.

**Enumeration Area Reconciliation
Table - Con.**

74. I - Private households

To obtain the total number of Type I households you have enumerated, take the last household number used in Column 3 of Section I of the Visitation Record. **Be sure to subtract any entries crossed through or lines left blank.** Enter the number obtained after subtraction in the "Enumerator's EA totals" column for Type I households.

75. II - Collective households

I - Private households	165
II - Collective households	4
Total households	169

Enter the last two figures of the final household number used in Column 3 of Section II of the Visitation Record. **All entries crossed out or lines left blank for any reason must be subtracted from the total.**

E.g., if the last household number used is 921, the number of Type II collective households should be 21 if there has been no omission of lines or cross-outs.

76. Total households

Total the number of Type I and Type II households.

**77. Households completed by
"close-out" (Col. 15)**

I - Private households	165
II - Collective households	4
Total households	169
Households completed by "close-out" (Col. 15)	No. 3 P.c. 17

Add the number of "close-outs" in Column 15 of Sections I and II of every used page of the Visitation Record and enter. Note that households completed by "close-out" (i.e., those absent for the entire period of enumeration) should not normally exceed 1 p.c. of the total households in your EA. Consult your Commissioner if you have encountered any significant numbers of these households where partial information only could be obtained and entered on Forms 1 and 2.

FORM 1A - NOTICE OF CENSUS ENUMERATOR'S CALL

78. Form 1A

Notice of Census
Enumerator's Call

Form 1A or Notice of Census Enumerator's Call is simply a form you leave if nobody is at home when you call. It advises the household when you will be calling back and gives them your name and telephone number.

You will find that the use of this form will greatly facilitate contacting the householder on your return visit. Be sure to use it. It is designed for your convenience.

If, on visiting a dwelling you find no one at home, inquire from neighbours, janitors, etc., when the household is likely to return. Find out the name of the household head and the number of persons, and complete Columns 2 to 10 of the Visitation Record. (Confirm these entries when you call back and enumerate the household on Forms 2 and 3.) Enter "Absent household" in Column 11. Leave a Form 1A to let the household know you called, and reserve a Form 2 side (or sides) for this household in correct sequence by completing Questions A and B.

Use another Form 1A if a second call-back is required.

Note: It is time-saving to complete your name and telephone number on Form 1A before starting to enumerate.

Dominion Bureau
of Statistics



FORM **1A**

Census of
Canada, 1966

NOTICE OF CENSUS ENUMERATOR'S CALL

This is to advise that I called at 11 ^{a.m.}~~p.m.~~ to enumerate
this household for the 1966 Census of Canada and found nobody home.

I will return on: Monday 5/6 { ☐ morning
(Day of the week) (Date) ☐ afternoon
☒ evening

Thank you.

Enumerator Beatrice Palmer

6066-1: 16-10-64

Telephone 635

FORM 1C - POSTAL CHECK CARD

79. When and how to complete the Postal Check Card (Form 1C)

The Postal Check Card is to be completed by enumerators only in specified areas. It is part of a procedure designed to indicate a missed dwelling. Postal Check Cards completed by an enumerator are returned to the Commissioner and forwarded to the Post Office Department for checking by their letter carriers to ensure that every occupied and vacant dwelling has been listed. The absence of a Postal Check Card in these areas will indicate you have missed a dwelling.

In these urban centres where letter carrier service (i.e., door-to-door delivery), is provided by the Post Office Department, you will be required to complete a Postal Check Card (Form 1C) for every dwelling listed in the Visitation Record, except dwellings under construction.

If you are an enumerator in one of these urban centres, your Commissioner will advise you, and your box of enumeration supplies will contain a supply of Forms 1C. You must complete a Postal Check Card (Form 1C) for each dwelling listed in Sections I and II of your Visitation Record as well as each vacant dwelling listed in Section III. Remember, you must complete a Postal Check Card for each vacant apartment in an apartment building.

Census of Canada, 1966 Recensement du Canada, 1966		POSTAL CHECK CARD FICHE DE CONTRÔLE POSTAL		Form Formule 1C
District No.	<u>613-2</u>	EA S.D. } No.	<u>54</u>	Household Ménage } No.
				<u>027</u>
			or ou }	Vacant <input type="checkbox"/>
Apartment or suite Appartement ou suite }	No.	<u>10</u>		
Street and number Rue et numéro }	<u>741 Prince Street</u>			
City Cité }	<u>Streetsville</u>	Postal zone Zone postale }	No.	<u>8</u>

6066-2: 22-4-64

Do not mail - Ne pas mettre à la poste

**79. When and how to complete
the Postal Check Card
(Form 1C)—Con.**

Complete these cards at the end of each day for dwellings listed in the Visitation Record during that day even though you are unable to obtain all the information required for each member of the household during your first visit. Except for the postal zone number, the required entries are all available from your Visitation Record.

Use an elastic band to keep the cards in order of your visits and, at the completion of your enumeration, return them with your other completed forms, to your Commissioner. **Do not neglect to complete a Postal Check Card for each dwelling you have enumerated since the absence of this card will indicate (in the Post Office Check) that you have missed the dwelling. This will result in an investigation and possible delay in payment for your work.**

G. ENUMERATION FORMS (POPULATION)

FORM 2 - POPULATION ENUMERATION BOOK

80. General instructions

The Enumeration Book contains the Population Questionnaire (Form 2). The identification entries on the cover must be completed before you start to enumerate.

There is an Instruction Sheet on the first page of the Enumeration Book which tells you how to use it and how to mark the questionnaire. It also gives the reasons why certain questions are included in the Census. Refer to it if you are questioned by respondents.

Each Form 2 has ten sections per side. Enumerate household members in consecutive sections following the Order of Enumeration listed in the top left-hand corner of the questionnaire. (See Section 28.)

Use Form 2 to enumerate every person listed in Columns 7 and 8 of the Visitation Record, that is, every person whose usual residence is in your EA. If possible, all members of the same household should be listed on one side of a Form 2 document. If there are more than 10 persons living in the household, use the next side to enumerate the remaining members and change the section numbers "1", "2", "3", etc., to "11", "12", "13", etc. Be sure to complete the household questions (A, B, C, D and E) on this second document side as well, by transferring the entries already completed for that household on the first document side.

Observe the following rules so that each household, and the members of each household, will be enumerated in correct sequence:

(1) If all members of the household are at home:

Enumerate them in consecutive sections of a side (or sides) of a Form 2.

(2) If all household members are absent on your first call:

List the household in your Visitation Record (Form 1) and find out the name of the household head, and the number of persons, from a neighbour, janitor, etc.; complete Columns 2 to 10 of Visitation Record and enter "Absent hhd." in Column 11. Leave a Notice of Census Enumerator's Call (Form 1A) and reserve a Form 2 document side (or sides) for the absent household in its correct sequence by entering the Household No. and Location of Dwelling in Questions A and B.

**80. General
instructions - Con.**

(3) If household members are at home on a return visit:

Confirm the entries for the household in Columns 2 to 10 of the Visitation Record, and complete Column 12 or 13 and Column 14. Enumerate the household members on the Form 2 side (or sides) reserved for this household and Form 3, if applicable.

(4) If, on your return visit, you find the dwelling vacant:

Draw a line through the entry in Section I of the Visitation Record (Form 1). Note on Page 26 or 27 of Visitation Record why you have cancelled this entry. List as a vacant dwelling in Section III of the Visitation Record.

(5) If, on your return visit, you find two households instead of one and you have reserved only one side of a Form 2 and one household number:

Enumerate the first household using the reserved Form 2 and household number. Enumerate the second household on the next blank side of Form 2 available and use the next household number in your Visitation Record. Note on Page 26 or 27 of the Visitation Record that this household is out of sequence.

(6) If, on your return visit, you find there are more than ten members of the household and you have reserved only one side of a Form 2:

Enumerate the ten household members on the reserved side of the Form 2 and complete the entries for the household and its members in the Visitation Record. Use the next side of the Form 2 available for the remaining members of the household. Repeat the information for the household in Questions A to E and note that part of the household is out of sequence on Page 26 or 27 of the Visitation Record.

(7) If, on any of your visits, you find the household will be definitely away for the entire period of enumeration:

Enter any information on the Form 2 and Visitation Record concerning the absent household (on names and composition) obtained from neighbours, janitors, etc. Do not ask for information on age or marital status from non-household members. Complete Column 15 of the Visitation Record and note details of whereabouts, date of return, etc., of the close-out household on Page 26 or 27.

**80. General
instructions - Con.**

(8) If an individual in a household is absent:

Obtain all of the information for Form 2 from another responsible household member. If only part of the information can be supplied, arrange to call back for the remainder.

When it is **impossible**, by means of a personal interview, to obtain the information you need to complete a Form 2 or 3, use Form 5 (Individual Population Form) to secure the information. (See Sections 100 and 101.) If no information can be supplied, enter at least the person's name on Form 2 so that a section will be reserved in its correct sequence with the rest of the household, for completion on your return visit.

(9) If you have been unable to contact the household after a minimum of three visits:

Refer to your Commissioner on the action to follow giving him as much information on the household as possible. Complete Column 16 of the Visitation Record as soon as you have contacted your Commissioner.

(If the enumeration of this household has not been completed by the time you turn in your work, it is your responsibility to bring the household to the attention of your Commissioner.)

81. Care of documents

Keep your Population Books in the best condition possible. The documents will be processed by passing them through machines which read the marks you put on them.


Be especially careful that the forms in the Enumeration Book do not become torn, folded or damaged in any way, and that **no pins, staples, or clips are attached to them.**


**82. Marking
instructions**

In order that the machine will read the marks on the questionnaires correctly, it is important that you observe the following rules carefully:


- (1) Use only the marking pencil with which you have been provided.
- (2) Make entries only in the spaces provided in each question.
- (3) Marks must be made by a firm horizontal line across the full width of the rectangular marking space. Trace over this mark if your first mark was light. Do not extend your mark beyond the width of the exact marking space as this will cause the machine to read the marks incorrectly. Rotate the pencil at least a quarter of a turn after each mark.


82. Marking Instructions - Con.

This is a marking position: 


When correctly marked, it becomes: 

← THIS


This mark is too long: 

This mark is too short: 

This mark is too light: 

This mark is off-centre: 

NOT
THIS

This mark is not horizontal: 

- (4) If a written entry is required, be sure the write-in is clear and legible, and does not extend beyond the space allowed for it.

83. Erasures

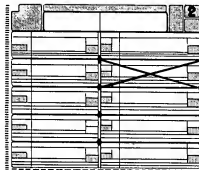
FIRST

UP
AND
DOWN



If a mark is made in error, it may be erased. Erasures must be made carefully, however, so that no part of the mark or even a smudge is visible. It is important, also, that you erase the mark vertically before erasing it lengthwise, and that you use only the eraser with which you have been provided. Make certain that you erase only the incorrect mark, and that no rubber particles from these erasures are left on the document, since the machine will read them as marks.

84. Cancelled questionnaires or parts of questionnaires



Rarely should it be necessary to cancel a questionnaire, or a section of a questionnaire. However, if a form becomes damaged by marks that cannot be removed by erasing, or if you have enumerated persons in error, do not remove the damaged or incorrect forms from the Enumeration Book, but place a large "X" across the spoiled sections and enumerate that person in the next section. Similarly, if a page is spoiled, draw a large "X" across the spoiled side of the document and use the next document side for the enumeration of the household. Be careful to transcribe any correct information to the next section or document side.

FORM 2 - POPULATION QUESTIONNAIRE

85. General instructions

This chapter covers the instructions for handling each question in the Population Questionnaire. Ask the questions on each questionnaire in the order in which they are numbered and as they are worded. Do not assume the answer to a question even though you know the person.

Remember that the success of the census depends on the completeness and accuracy of the facts entered by the enumerator on this form and on each enumerator's assignment being carried out in a uniform manner.

Refer to the census definitions on Pages 30 to 43 if in doubt and complete the questionnaire according to the following instructions for each question.

86. Questions A to E for each household

Complete Questions A to E for each household before enumerating the individual household members in Sections 1 to 10. Note that if there are more than 10 persons, the entries for Questions A to E must be repeated on each additional document side used for the remaining household members.

Complete Questions A to E for this household before enumerating household members in Sections 1, 2, 3, etc. If more than 10 persons, repeat Questions A to E on second (or more) sides and change Section Nos. to 11, 12, 13, etc.									
A. Household No. (from Visitation Record) <div> <div>0</div> <div>100</div> <div>200</div> <div>300</div> <div>400</div> <div>500</div> <div>600</div> <div>700</div> <div>800</div> <div>900</div> </div> <div> <div>0</div> <div>10</div> <div>20</div> <div>30</div> <div>40</div> <div>50</div> <div>60</div> <div>70</div> <div>80</div> <div>90</div> </div> <div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div> </div>					C. Is this dwelling on a farm or small agricultural holding? <div> <div>Yes</div> <div>No</div> </div> <div>(One acre and \$50 sales)</div>				
B. Exact location of this dwelling? (from Visitation Record) <div> <div>224 Grand Street Apt 3</div> <div>(Street and no., or lot and concession, etc.)</div> <div>Shreveville</div> <div>(City, town, village, parish, municipality)</div> </div>					D. Type of dwelling? <div> <div>Single detached</div> <div>Single attached (double house)</div> <div>Single attached (other)</div> <div>Collective-type dwelling</div> <div>Apt. flat, etc. (duplex)</div> <div>Apt. flat, etc. (other)</div> <div>Mobile</div> </div>				
E. Is this dwelling owned or rented? <div> <div>Owned</div> <div>Rented</div> <div>Collective-type dwelling</div> </div>									

Note: Complete Questions C, D and E

How to complete each question

87. Question A

Household number

HOUSEHOLD IDENTIFICATION

In Question A, enter the household number by which this household is identified in Column 3 of the Visitation Record.

Make an entry in each of three rows of marking spaces.

Example: (1) Household No. 004 is marked:

BLOCK NUMBER (if applicable)	HOUSEHOLD NUMBER	DATE OF VISIT TO THIS HOUSEHOLD
2	3	4
	001	
	002	
	003	
	004	
	005	

A. Household No. (from Visitation Record)									
0	100	200	300	400	500	600	700	800	900
0	10	20	30	40	50	60	70	80	90
0	1	2	3	4	5	6	7	8	9

(2) Household No. 210 is marked:

	206	
	207	
	208	
	209	
	210	
	211	
	212	

A. Household No. (from Visitation Record)									
0	100	200	300	400	500	600	700	800	
0	10	20	30	40	50	60	70	80	
0	1	2	3	4	5	6	7	8	

BLOCK NUMBER (if applicable)	HOUSEHOLD NUMBER	DATE OF VISIT TO THIS HOUSEHOLD
2	3	4
	901	
	902	
	903	
	904	
	905	

Note that: All collective-type dwellings (listed in Section II of the VR) have numbers starting with 901. In the first row of Question A, mark the "900" space for such places, and in the second and third rows, mark the appropriate tens and digits.

Example: Household No. 901 is marked:

A. Household No. (from Visitation Record)									
0	100	200	300	400	500	600	700	800	900
0	10	20	30	40	50	60	70	80	90
0	1	2	3	4	5	6	7	8	9

How to complete each
question - Con.

88. Question B

Exact location of
this dwelling?

LOCATION OF DWELLING

B. Exact location of this dwelling? (from Visitation Record)

224 Grand Street, Apt. 8
(Street and no., or lot and concession, etc.)

Streetsville
(City, town, village, parish, municipality)

Note: Complete Questions C, D and E

EXACT LOCATION OF THIS DWELLING

- (1) For cities, towns and villages, enter street and number.
- (2) For other areas, give:
- Lot and concession in Que. and Ont.
 - Sec., twp., range and meridian in Prairies.
 - Parish, twp., etc., in other provinces.

5

224 Grand Street, Apt. 8

Transfer the "Exact location of this dwelling", as entered in Column 5 of the VR. Enter, also, the name of the city, town, village, parish, township, or municipality in which the dwelling is located. (In Western Provinces, give Section, Township, Range and Meridian.)

89. Question C

Is this dwelling on a
farm or small agricul-
tural holding?

FARM OR SMALL AGRICULTURAL HOLDING

C. Is this dwelling on a farm or small agricultural holding?

Yes

No

(One acre and
\$50. sales)

- (1) Mark "Yes" if the dwelling is located on a holding of one or more acres having sales of \$50 or more of agricultural products during the past 12 months. In other words, mark "Yes" if the dwelling is located on a holding requiring the completion of an Agriculture Questionnaire (Form 6).

Some difficulty may be encountered for dwellings located within the boundaries of a farm but which are rented to someone not engaged in farm work. In such cases, if cash rent is paid by the occupant of the dwelling, the answer to Question C is "No".

Mark "No" for summer camps, tourist cabins, and motels, even if they are located within the boundaries of the farm.

How to complete each question - Con.

89. Question C

Is this dwelling on a farm or small agricultural holding? - Con.

(2) Mark "Yes" for dwellings of Hutterite colonies.

(3) Regardless of whether an institution operates a farm or agricultural holding, the institutional dwelling should be marked "No". However, if a farm manager or a farm labourer and his household live in a private dwelling apart from the institution itself but on the institution's property, mark "Yes" for this dwelling.

90. Question D

Type of dwelling?

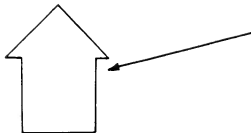
TYPE OF DWELLING

D. Type of dwelling?

Single detached =====	Single attached (double house) =====	Single attached (other) =====	Collective-type dwelling =====
Apt. flat, etc. (duplex) =====	Apt. flat, etc. (other) =====	Mobile =====	

Bearing in mind the definition of dwelling (see Section 21), determine the type of dwelling from your own observation, wherever possible, rather than by asking the householder.

In case of doubt, where the physical structure of a converted dwelling is not apparent, you may have to question the respondent to determine the type of dwelling.



(1) Single detached

This type is commonly called a "single house". It contains **only one dwelling** unit and is completely separated on all sides from any other dwelling or structure.

Trailers on permanent foundations should be marked "single detached". Dwellings such as summer cottages, cabins and tents which meet the defined requirements should be marked "single detached" if they are **occupied** at the date of the Census **by persons with no other usual residence**. (See Section 26.) (If they are occupied at the date of the Census by persons with a usual residence elsewhere in Canada, the household should be enumerated as residing temporarily in your EA, i.e., counted in Col. 10 of the Visitation Record and enumerated on Form 3.)

How to complete each question - Con.

90. Question D

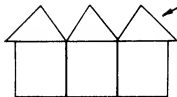
Type of dwelling? - Con.



(2) Single attached (double house)

This category includes structures which consist of two dwellings separated by a common wall extending from ground to roof. Each half of such a double house, sometimes called "semi-detached", will be marked "single attached (double house)".

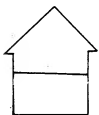
Any occupied shack or other improvised dwelling meeting these requirements will be marked in this space.



(3) Single attached (other)

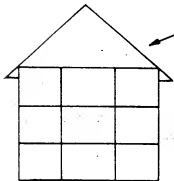
This grouping applies to all other dwellings separated by a common wall from ground to roof, such as

- (a) each dwelling unit in a row of three or more dwellings;
- (b) a dwelling adjoining a store or other non-residential structure; or
- (c) any occupied, improvised dwelling meeting these requirements.



(4) Apartment, flat, etc. (duplex)

This refers to each dwelling in a structure originally designed, or structurally converted, to provide two dwelling units, one above the other and adjoining no other structures.



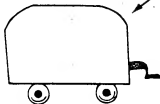
(5) Apartment, flat, etc. (other)

Include in this category all dwellings commonly known as apartments, flats, or suites, other than the duplex type mentioned before. Include, also, dwellings over, or at the back of a store or other non-residential structure (for example, a private dwelling located within an apartment hotel, sanatorium or other collective-type structure where there is no separation by a common wall from ground to roof. (See Page 30.)

How to complete each question - Con.

90. Question D

Type of dwelling? - Con.



(6) Mobile

Refers to any dwelling designed for movement and actually moveable, such as a trailer, boat, quarters in a railway car, or a house permanently on skids, if occupied by persons with no other usual residence. (See Section 26.)

Include trailers, if resting on wheels or a temporary foundation such as blocks or posts.

Do not include trailers which have been placed on a regular foundation to make a permanent residence. These should be included in the "single detached" category.

(7) Collective-type dwelling

Refers to any dwelling as defined in Section 22 (b). These should be listed in Section II - Collective-type dwellings of the Visitation Record.

Inside the back cover are illustrations of the most common types of dwellings.

Study them carefully so that you will be able to recognize them.

91. Question E

Is this dwelling owned or rented?

TENURE

E. Is this dwelling owned or rented?

Owned

=====

Rented

=====

Collective-type dwelling
=====

"Owned" means that the dwelling belongs to some member (or members) of the household.

Include as owned

(1) a dwelling which is not fully paid for, such as one which has a mortgage or some other claim on it;

(2) an apartment under a co-ownership arrangement.

"Rented" means that the dwelling does not belong to any member of the household.

How to complete each question - Con.

91. Question E

Is this dwelling owned or rented? - Con.

Include as rented

- (1) living quarters provided rent free, whether or not in return for services rendered;
- (2) a dwelling being rented with an option of buying until the option is taken to purchase (and the lease is secured), after which it will be considered as "owned".

Include as collective-type household

dwellings as defined in Section 22(b) and Appendix B.

92. Questions 1 to 5 for each household member

1. Name of person?	1		<i>BLAIR</i> <i>Norman E.</i>									
			(Surname or family name - PLEASE PRINT) (Given name and initials)									
2. Relationship to head of household?	Head	Son	Father	Father-in-law	Brother	Lodger	Employee	Partner	Inmate	if relationship not listed, specify below:		
		-in-law			-in-law							
			Daughter	Mother	Sister	Lodger's wife	Employee's wife	Partner's wife	Inmate's wife	as uncle, aunt, cousin, etc.		
		-in-law		-in-law	-in-law							
OFFICE USE ONLY										OFFICE USE ONLY		
..... C	Son or daughter	Grand child	Brother or sister	Nephew or niece	Lodger's child	Employee's child	Partner's child	Inmate's child		H	W	
..... LP										1	2	
										3		
3. Male or female?	Male		Female									
										4	5	
										NF		
4. Age at last birthday? (Before June 1, 1966)	Under one year	0	10	20	30	40	50	60	70	80	90	
		0	1	2	3	4	5	6	7	8	9	
5. Single, married, widowed or divorced?	Single (never married)	Married (include separated)				Widowed			Divorced			

93. Question 1

Name of person?

NAME

1. Name of person?	1	<i>BLAIR</i> <i>Norman E.</i>										
			(Surname or family name - PLEASE PRINT) (Given name and initials)									

Be sure the names are spelled correctly and that the surname is printed distinctly.

How to complete each question - Con.

94. Question 2

Relationship to head of household?

RELATIONSHIP TO HEAD OF HOUSEHOLD

2. Relationship to head of household?	Head	Son	Father	Father	Brother	Lodger	Employee	Partner	Inmate
	-in-law	-in-law	-in-law	-in-law	-in-law	-in-law	-in-law	-in-law	-in-law
OFFICE USE ONLY	Daughter	Mother	Mother	Sister	Lodger's	Employee's	Partner's	Inmate's	
	-in-law	-in-law	-in-law	-in-law	wife	wife	wife	wife	
..... C	Son or	Grand	Brother	Nephew	Lodger's	Employee's	Partner's	Inmate's	
..... L P	daughter	child	or sister	or niece	child	child	child	child	

Enumerate the head of the household first, and other members in the order given in Section 28. Normally the wife of the head would be reported in Section 2 of the Population Questionnaire. However, if the head does not have a wife, the next household member according to the sequence listed at the top of Form 2, should be enumerated in this section.

Use the write-in space to record the exact relationship to head of the household for any persons for whom marking spaces have not been provided. These will be fairly rare, e.g., an uncle, aunt or cousin.

Lodger	Employee	Partner	Inmate
.....
Lodger's	Employee's	Partner's	Inmate's
wife	wife	wife	wife
.....
Lodger's	Employee's	Partner's	Inmate's
child	child	child	child
.....

If relationship not listed, specify below:

Cousin

as uncle, aunt, cousin, etc.

Procedure for special cases

(1) Adopted or step-child - Mark as a "son or daughter".

(2) Ward

(a) Consider a ward of the Children's Aid as a "lodger" if the foster-parent receives pay for his care.

(b) Enter "Ward" in the write-in space, if no pay is received for his care.

(c) Mark the actual relationship if the ward is a relative of the head and a marking space for the relationship has been provided (e.g., "Nephew or niece").

(d) Enter actual relationship of ward in the write-in space if a marking space is not provided.

How to complete each question - Con.

94. Question 2

Relationship to head of household? - Con.

(3) **Employees and partners** - Persons employed by the head of the household and living in the same dwelling are classed as "employees", **not lodgers**. Similarly, persons sharing living expenses and living in the same household should be classed as "partners", **not lodgers** (e.g., girls sharing an apartment where one is recorded as "head", the others are "partners").

(4) **Lodgers and their families** - Mark "Lodger", "Lodger's wife", or "Lodger's child" for members of a lodging family. The family of a lodger's son or daughter living in the same dwelling as a lodger, should be marked as another lodging family. If two or more lodgers are brothers or sisters, mark each as a "lodger".

If a relative of the head is living in the household, report actual **relationship to head** (as brother-in-law, cousin, etc.), **not lodger** even though he pays for his room and board.

(5) **Employees', partners', and inmates' families** - Apply the instructions for lodging families to these groups also.

(6) **Family groups in Hutterite colonies** - Use the write-in space to enter the family number. (See Section 39.)

Remember

The entry in this question must show the **relationship to the head of the household**.

95. Question 3

Male or female?

SEX

3	Male or female?	Male =====	Female =====
---	-----------------	------------	--------------

Normally, the answer to this question will be apparent from the person's name or relationship to the head (e.g., son, daughter, etc.). However, you must ask this question, if the name reported is common to both sexes, e.g., Beverly, Leslie, Shirley, Francis (or Frances), etc.

How to complete each question - Con.

96. Question 4

AGE

Age at last birthday?
(Before June 1, 1966)

4. Age at last birthday? (Before June 1, 1966)	Under one year	0	10	20	30	40	50	60	70	80	90	100 years or over
		0	1	2	3	4	5	6	7	8	9	

Obtain the exact age at the last birthday before June 1, 1966. Mark one space on each line to record the age. For example, 40 years of age is marked:

4. Age at last birthday? (Before June 1, 1966)	Under one year	0	10	20	30	40	50	60	70	80	90	100 years or over
		0	1	2	3	4	5	6	7	8	9	

6 years of age is marked:

4. Age at last birthday? (Before June 1, 1966)	Under one year	0	10	20	30	40	50	60	70	80	90	100 years or over
		0	1	2	3	4	5	6	7	8	9	

Exceptions: (1) Under 1 year—one space provided

(2) 100 years or over—one space provided.

97. Question 5

MARITAL STATUS

Single, married,
widowed or divorced?

5. Single, married, widowed or divorced?	Single (never married) <input type="checkbox"/>	Married (include separated) <input type="checkbox"/>	Widowed <input type="checkbox"/>	Divorced <input type="checkbox"/>
--	---	--	----------------------------------	-----------------------------------

Note that

(1) "Single" means never having married.

(2) "Married" is to be marked for each person whose husband or wife is living, unless they have obtained a divorce.

FORM 3 - POPULATION (TEMPORARY RESIDENTS) DOCUMENT

Census of
Canada, 1966

POPULATION - (Temporary Residents)

Form 3

USE THIS DOCUMENT FOR EACH PERSON IN THIS DWELLING ON JUNE 1
WHOSE USUAL PLACE OF RESIDENCE WAS ELSEWHERE IN CANADA

Be sure to include all persons enumerated in Column 10
of the Visitation Record. Check the number of Form 3
documents with the entry in Column 10 for each house-
hold.

Complete Questions 1 to 8 inclusive for each person
requiring a Form 3. In private-type dwellings, and
Questions 1 to 3 only for those in collective-type
dwellings.

Use only the special marking pencil

Do not bend or fold

1. Household identification ?

Dist. No. 613-2

EA No. 54

Hhd. No. 023

OFFICE USE

DIST

EA

HHD

**2. Name of
person ?**

CORBETT

(Surname - PLEASE PRINT)

James G.

(Given name and initials)

**3. Exact location
of person's
usual
residence ?**

117 Elm Street, Apt. 3
(Street and number) or (Lot and concession)

Lawrence Sask.
(City, town, village, parish, municipality, etc.) (Province)

**Exact location of
this temporary
residence ?
(from Visitation
Record)**

368 Rountree Avenue
(Street and number) or (Lot and concession)

Streetsville Ont.
(City, town, village, parish, municipality, etc.) (Province)

Is this temporary residence
a collective-type dwelling?
(e.g., hotel, motel, general hospital, etc.)

No

Yes

→ (No further entries required)

**4. Name of head of household
at usual residence ?**

**5. Relationship to head of household
at usual residence ?**

Head ☒ Son-in-law ☐ Father ☐ Father-in-law ☐ Brother-in-law ☐ Lodger ☐ Employee ☐ Partner ☐ Inmate ☐

Daughter-in-law ☐ Mother ☐ Mother-in-law ☐ Sister-in-law ☐ Lodger's wife ☐ Employee's wife ☐ Partner's wife ☐ Inmate's wife ☐

Son (daughter) ☐ Grand-child ☐ Brother (sister) ☐ Nephew (niece) ☐ Lodger's child ☐ Employee's child ☐ Partner's child ☐ Inmate's child ☐

If relationship not listed, specify below:

as uncle, aunt, cousin

H	W	C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	5	NF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Male or female ?

Male ☒

Female ☐

**7. Age at last birthday ?
(Before June 1, 1966)**

Under one year ☐ 0 ☐ 10 ☐ 20 ☐ 30 ☒ 40 ☐ 50 ☐ 60 ☐ 70 ☐ 80 ☐ 90 ☐ 100 years or over ☐

8. Single, married, widowed, or divorced ?

Single (Never married) ☐

Married (Include separated) ☒

Widowed ☐

Divorced ☐

12M49022

**98. General
Instructions**

Each Form 3 is designed for the enumeration of one person. Use this form to enumerate anyone staying temporarily in a dwelling in your EA on June 1 who has a usual place of residence somewhere else in Canada, that is, for every person listed in Column 10 of the Visitation Record. For persons in private-type dwellings, complete Questions 1 to 8 inclusive. For persons in collective-type dwellings, Questions 1 to 3 only should be completed.

Retain the completed forms in the order of your visits and return them to your Commissioner in the envelope container provided for this purpose (Form 3E). (Be sure that the required identification entries are made on the outside of this envelope.)

**99. How to complete the
questions**

Questions No. 2, 6, 7 and 8 on Form 3 should be completed in the same way as Questions 1, 3, 4 and 5 on Form 2 according to the instructions in Sections 86 to 97. Instructions for Questions No. 1, 3, 4 and 5 on Form 3 are as follows:

- (a) **Question No. 1 (Household identification)**— The entries for this question **apply to the household in which the person was residing temporarily on June 1.** Enter the District and EA numbers for the area you are enumerating, and the household number for the household in your EA in which the person was staying on June 1.
- (b) **Question 3 (Location of residence)**— **Both the location of the person's usual place of residence as well as the temporary location where enumerated are required.** Note that for collective-type dwellings, such as hotels, general hospitals, etc., no further entries are required.
- (c) **Question 4 (Name of head of household at usual residence)**— Note that, if the person is the head of the household at his usual place of residence, this question should be left blank.
- (d) **Question 5 (Relationship to head of household at usual residence)**— This refers to the person's relationship to the "head" of the household at his **usual place of residence.** Mark in "Head" in the marking space if the person is the head of the household at his usual place of residence.

FORM 5 - INDIVIDUAL POPULATION FORM

This line for
Enumerator's
use

District No. 613-2 Enumeration Area No. 54 Household No. 036

Census of Canada, 1966
Dominion Bureau of Statistics

Form **5**
Individual Population Form

1. Name of person:

JOHNSTONE
(Surname or family name - Please print)

Mary C.
(Given name and initials)

2. Is your usual residence in Canada?

Yes ☒ (Please answer
questions below)

No ☐ → Country of
usual residence?
(No further entries required)

3. Is this your usual residence?

(If you have no usual residence - Mark "Yes")

Yes ☐

No ☒

4a.

If "yes", what is your
relationship to the head
of this household?

(As lodger, son-in-
law, niece, etc.)

(Form 2)

4b. If "no", what is the address of your usual residence?

523 Flower Street
(Street and number, or township, parish, etc.)

Capton N.B.
(City, town, village or municipality, etc.) (Province)

Relationship to head of household (or usual residence):

daughter
(As head, wife, son, lodger, niece, etc.)

Name of head of household (or usual residence):

JOHNSTONE William G.
(If you are the head, leave this line blank)

(Form 3)

5. Male or female?

Male ☐

Female ☒

6. Age at last birthday?

18

7. Single, married,
widowed, or divorced?

Single ☒

Married ☐

Widowed ☐

Divorced ☐

6066-14: 4-2-65 PLEASE REPLACE IN ACCOMPANYING ENVELOPE AND LEAVE
FOR ENUMERATOR

100. General Instructions

Form 5 is to be left with a household when it is not possible to obtain the necessary information for an individual through a personal interview, or from other members of the household (e.g., in the case of a lodger). However, if it is possible to contact an individual by calling at a different time of day, do so instead of leaving a Form 5.

The Individual Population Form (Form 5) is a bilingual form that provides for answers to the population questions on Form 2 or 3. The form is designed so that its accompanying envelope can be sealed by the individual to ensure that the information it contains will be kept confidential. You should check the completeness of the respondent's replies when the form is picked up.

If you are only able to obtain some of the information with regard to the individual and require answers for some remaining questions, indicate those to be completed by marking a small "x" beside the question number.

<p>sd</p> <p>(As lodger, son-in-law, niece, etc.)</p> <p>(Form 2)</p>	<p>52 Scott Street (Street and number, or township, parish, etc.)</p> <p>Hentworth Man (City, town, village or municipality, etc.) (Province)</p> <p>Relationship to head of household (or usual residence):</p> <p>Son (As head, wife, son, lodger, niece, etc.)</p> <p>Name of head of household (or usual residence):</p> <p>TRETHWICK Gordon A. (If you are the head, leave this line blank)</p> <p>(Form 3)</p>
<p>5. Male or female?</p>	<p>Male <input checked="" type="checkbox"/> Female <input type="checkbox"/></p>
<p>X 6. Age of last birthday?</p>	<p>.....</p>
<p>X 7. Single, married, widowed, or divorced?</p>	<p>Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/></p>

6066-14: 4-2-65 PLEASE REPLACE IN ACCOMPANYING ENVELOPE AND LEAVE FOR ENUMERATOR

It is essential that you return to the household and pick up the completed Form 5. If, due to exceptional circumstances, you are unable to get it back, complete the section of Form 2 for the person from any information you are able to obtain from another member of the household.

101. Rules for handling Form 5

INCOMPLETE VISITS
(1) Enter "absent hhd. of.....persons" if nobody home on first visit.
(2) Enter notes on call-backs for Individual Forms left, and times for pick-up.
11
<i>2 Forms 5 - pick up 6/6</i>

- (1) Before leaving an Individual Population Form, complete the required entries on the outside of the envelope:

(a) The name of the person for whom the form is being left.

(b) The date you will return to pick up the completed form.

(c) Your signature.

- (2) Lift the envelope flap (it is not necessary to remove the form itself) and enter the following information:

(a) Your District Number.

(b) Your EA Number.

(c) The Household Number (from the VR) of the dwelling in which the form is being left.

- (3) In the **Notes Section of the Visitation Record** (Column 11), enter the number of Forms 5 you are leaving at each household and the date you will return to pick up the completed forms.

- (4) If the person is a usual resident of the household you are enumerating, enter his name on a section of Form 2 in sequence with the other members of the household.

- (5) Examine the completed form before leaving the dwelling. If the form is incomplete and the information cannot be obtained by questioning some responsible person in the household, leave a second form, marking the items that have not been completed satisfactorily.

- (6) When you are satisfied that the information is complete, transcribe it to Form 2 while still in the dwelling if the respondent has marked "Yes" in Question 3 (Usual place of residence), or to Form 3 if "No" is marked in Question 3. Write across Form 5 "transcribed onto Form 2" or "transcribed onto Form 3", as the case may be, and retain all Forms 5 for return to your Commissioner with your completed work.

H. ENUMERATION OF AGRICULTURE

General instructions

102. When to complete the Agriculture Questionnaire (Form 6)

Complete an Agriculture Questionnaire (Form 6) for each agricultural holding of **one acre or more** in your EA if the **sales of agricultural products** during the past 12 months were valued at **\$50 or more**. The holding must be operated as a single unit and may consist of a single tract of land or of a number of separate tracts held under the same or different tenures. Agricultural holdings requiring the completion of an Agriculture Questionnaire will include farms, ranches, feedlots, greenhouses, nurseries, and fur farms, as well as small agricultural holdings not usually referred to as farms.



Agricultural products include any one or combination of the following:

- (1) Crops—field crops, vegetables, fruits, greenhouse and nursery products, bulbs, cut flowers, seeds.
- (2) Livestock—cattle, sheep, pigs, horses, goats.
- (3) Poultry—hens and chickens, turkeys, ducks, geese.
- (4) Animal products—dairy products, wool, eggs, goat's milk, honey, beeswax.
- (5) Returns from the rental of pasture for livestock grazing.
- (6) Fur-bearing animals.

Note that sales of forest products are not to be included as part of the \$50 sales in determining whether an Agriculture Questionnaire (Form 6) is to be completed. However, if it is determined that an Agriculture Questionnaire must be completed for the holding, information on sales of forest products are to be enumerated along with the agricultural information. Holdings of one acre or more with sales of agricultural products of less than \$50 during the past 12 months because of crop failure or other unusual conditions, and holdings not operated during the past 12 months will be enumerated on an Agriculture Questionnaire (Form 6) if it is estimated that sales during the next 12 months will be \$50 or more.

General instructions - Con.

103. Important rules for making entries
(Form 6)

- (1) Report areas to the nearest whole acre except where provision has been made on the questionnaire to report certain crops to the nearest tenth acre. (For example, in Question 30, report 1/2 acre as 5/10, 1/4 acre as 3/10, 3/4 acre as 8/10.)

30. Potatoes for home use or for sale

4

10

30

\$5750.00

- (2) Where the answer is zero or none, mark the box for "none" with an "X" where this is provided; otherwise make no entry. Do not enter dashes and do not write the word "none".
- (3) Report values to the nearest dollar; do not enter cents.
- (4) Report all the items in the units asked for on the questionnaire. For instance, report areas of field crops (Questions 8 to 34) in acres, area of greenhouses (Question 42) in square feet, machinery values (Questions 50 to 58) in dollars, milk produced yesterday (Question 66) in pounds, amount of fuelwood cut (Question 104 (a)) in cords, etc.
- (5) If a mistake is made, draw a neat line through the entry in error and write the correct figure within the proper space. Do not use an eraser. If a box has been marked in error, circle the incorrectly marked box and put an "X" in the correct one.
- (6) All entries on the Agriculture Questionnaires which you complete must be made in ink. In instances where the farm operator has completed the advance Agriculture Questionnaire prior to your visit, the operator may have made the entries in pencil. This is permissible and it is not necessary for you to rewrite the entries in ink provided they are legible.

104. Comments section of the questionnaire
(Form 6)

A space has been provided at the end of the questionnaire for explaining unusual entries or situations. If more lines are needed in Question 4 to give the location of each tract of land, enter the additional data in this space. Also, if necessary, use this section to enter information on nut trees, bees, fur-bearing animals, goats, forest products, partnership operations, household numbers if more than two households, etc. Identify each note with the appropriate question number to which it applies.

General Instructions - Con.

105. Office codes
(Form 6)

Acres	Office use
	(23)
	(24)
	(25)

Office code numbers appear in the columns next to the spaces provided for entries on the questionnaire. These are either circled or boxed and are for office tabulation purposes only. Disregard them in your enumeration.

106. Specified Farm Card
(Form 9A)

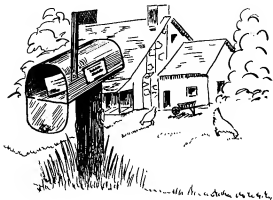
Specified Farm Cards have been prepared for certain farms from the records of the 1961 Census. In general, the specified farms are farms which, in 1961, reported a relatively large scale of operations in at least one type of agricultural production. A number of institutional-type farms are included also. If you receive any of these Specified Farm Cards (Form 9A), be sure to visit the farm listed and complete an Agriculture Questionnaire. When you have completed the Agriculture Questionnaire for the farm, enter the Agriculture Questionnaire Number in the space provided on Form 9A. Also, if the person presently operating the farm is not the person reported in 1961, enter on Form 9A the name and address of the present operator. If you do not complete an Agriculture Questionnaire for the farm listed, give an explanation in the "Comments" space provided on the Specified Farm Card.

For many of the specified farms, the headquarters location of the farm has been entered on the Specified Farm Card (Form 9A). This information is based on the 1961 Census and may not always be accurate. If you do find the headquarters location to be in error, correct it on Form 9A.

In some cases you may have a Specified Farm Card for a **non-resident farm**, the land area of which is located in two or more EA's. Upon locating the operator you may find that the enumerator from another EA in which part of the land is located has contacted the operator and completed an Agriculture Questionnaire. If such is the case, write an explanation note in the "Comments" section of the Specified Farm Card and inform your Census Commissioner.

Be sure to check with the operator to make sure that the land located in your EA was included on the Agriculture Questionnaire completed by the other enumerator. If it was not included, record the information on another Agriculture Questionnaire, explain fully in the "Comments" section and inform your Census Commissioner.

General instructions — Con.

**107. Advance questionnaire
(Form 6)**

Agriculture Questionnaires are being mailed to farm operators shortly before the commencement of the census enumeration on June 1. Included with the questionnaire is a letter which requests that the farm operator complete the questionnaire and keep it for the Census Enumerator when he calls.

When you are making your calls, ask the respondent whether an Agriculture Questionnaire was received in the mail, and if so, whether it was completed. If the operator did receive and complete an advance Agriculture Questionnaire, you may use this questionnaire. **Before terminating the interview, however, you must check carefully to see that all sections of the questionnaire have been completed accurately and legibly.** Your Census Commissioner will not accept questionnaires on which the entries are not legible. Assign a number to the questionnaire and complete the "Enumerator's Record" section as you have done for the other questionnaires you have completed.

You will be paid for completing and reviewing advance questionnaires at the same rate that you receive for entering the information on the questionnaire yourself.

**108. Obtaining all
required information
(Form 6)**

If the operator says he does not know the number of acres of a particular crop, the value of sales for the past 12 months, etc., ask him to make an estimate. Suggest to the operator that he make the best estimate he can, based on the knowledge he has of the situation. The operator is in a better position than anyone else to estimate his agricultural operations. All information recorded on the questionnaire must be obtained from the operator or some other responsible person; it must not be based on your own ideas or opinions.

In some cases, you may have reason to doubt the accuracy of certain answers given you. If so, make sure the respondent has understood the question, record the answer as given, and enter in the "Comments" section any remarks that may be helpful to the processing staff. Never tell a respondent that you do not believe the information he has given you.

**109. Other agriculture
surveys**

You may be questioned by farmers regarding other types of Dominion Bureau of Statistics mailed questionnaires, that they are required to complete. Some of these other questionnaires will be in the farmers' hands at the time of the Census and criticism may arise that work is being duplicated.

General Instructions - Con.**109. Other agriculture
surveys - Con.**

One of the major farm surveys, which is similar in many respects to the Census, is the annual June Mail Survey of Crop Acreages and Livestock Numbers, distributed by the Dominion Bureau of Statistics. Other Dominion Bureau of Statistics Farm Surveys which will be going on at the time of the Census are the Monthly Surveys of Dairying, Poultry, Farm Prices, and the Quarterly Surveys of Pigs and Farm Wages.

In order that the information will compare to that collected in other years and to simplify the office processing work, it is important that the farmers complete the other questionnaires and mail them to the Dominion Bureau of Statistics in the usual manner. These mail questionnaires are distributed on a sample basis and the results can be tabulated and released much more quickly than the census information.

It is important, also, that you get a complete census report for each agricultural holding in your EA even though some of the questions may be similar to those on the other agriculture surveys.

**110. Arpents
(Form 6)**

In some areas of the Province of Quebec where the land is surveyed in arpents instead of acres, answers to area questions may be recorded in arpents. In such cases, a notation "Arpents" must be written at the top of the questionnaire.

ENUMERATION OF AGRICULTURE

Special problems (Form 6)

111. Agricultural holding in two or more Enumeration Areas



All agricultural operations of a farm operator must be reported on one Agriculture Questionnaire. In some cases a holding may be located partly in your EA, and partly outside your EA. You must complete an Agriculture Questionnaire if the **headquarters** of the holding is located in your EA. The dwelling of the operator is the headquarters if the operator is living on the holding. If the operator is not living on the holding, the headquarters will be the main buildings, or the main gate if there are no buildings. Enumerate as one holding those parts of the same holding in other EA's as well as the parts located in your EA.

See Section 112 for instructions regarding non-resident operators who operate land in your EA, but live outside your EA.

112. Agricultural holdings where no one lives

You may have areas of agricultural land in your EA on which no one is living but for which an Agriculture Questionnaire is required. For such holdings, remember the following important rule: **An Agriculture Questionnaire must be completed and included with the other questionnaires for the Enumeration Area where the holding is located and not necessarily where the operator lives.**

Many of the non-resident operators (operators of agricultural holdings where no one lives) will be living elsewhere in your EA. In such cases, you must complete the Agriculture Questionnaire when you visit the operator during the regular course of enumeration.

Other non-resident operators will be living outside your EA, quite often in a nearby town or village. You should make a special effort to locate the operator living outside your EA (who operates an agricultural holding whose headquarters is in your EA) and complete the required Agriculture Questionnaire. In some cases you will be able to contact the operator when he is in your EA doing work on his farm. (See Section 197 regarding extra payment for the enumeration of non-resident holdings which require a trip outside your EA to contact the operator.)

If for any reason you are unable to contact the operator and complete an Agriculture Questionnaire, **report the situation to your Census Commissioner.**

Special problems - Con.**112. Agricultural holdings
where no one lives - Con.**

For non-resident farms located partly in your EA and partly in another, you may have difficulty in determining where the headquarters is located prior to calling on the operator. In any event try to locate the operator and if the enumerator in the other EA has not already enumerated the holding, complete a questionnaire. **If you are unable to contact the operator report the situation to your Census Commissioner.**

If you do contact the operator and discover that an Agriculture Questionnaire has been completed by another enumerator, it will not be necessary for you to complete a questionnaire. However, in order to claim payment for your trip to contact the operator, enter the name and address of the operator on a questionnaire and complete Question 4, entering the area and description of the total land operated. As usual, enter the land description of the farm headquarters on the first line even though the headquarters is located in the EA of the other enumerator who completed the questionnaire. Also write a note of explanation in the "Comments" section of the questionnaire stating that the operator was contacted but an Agriculture Questionnaire had already been completed by another enumerator.

Of course, if an operator operates land in your EA and also in another EA and he lives on the part of the farm in the other EA, then it will not be necessary to contact the operator. In such a case the farm headquarters will be in the other EA where the operator lives and the other enumerator completes the Agriculture Questionnaire for the complete holding.

Bring to the attention of your Census Commissioner any cases in which there is a possibility that another enumerator, as well as yourself, may complete a questionnaire for the same farm. It is important that all farm land be enumerated, but it is equally important that none be enumerated twice.

113. Partnerships

Complete only one questionnaire for a farm operated in partnership by two or more persons. Include all land used for the partnership operations. Report the tenure of land, such as owned or rented, whether it is owned or rented jointly or separately by the partners (provided the land is operated as a partnership). Consider one partner to be the farm operator and enter the name of the partnership and the name(s) of the other partner(s) in the "Comments" section.

Special problems — Con.**113. Partnerships — Con.**

If one of the partners operates another farm entirely separate from the partnership farm, do not include this other farm when completing the questionnaire for the partnership farm. A separate questionnaire will be required for the second farm with the partner operating it being reported as the operator.

114. Change of operator

In instances where there was a change of operator during the past 12 months, the information obtained for the questions which refer to this 12-month period is to apply **to this holding**. Ask the present operator to give as accurate an estimate as possible for such items as expenditures, number of hired workers and sales of agricultural products, even though the information will refer, at least in part, to the operations of the previous operator. Do not report these items for some other holding that the present operator may have had.

115. Farm managers

A farm manager is a person who receives a salary, wage or commission to operate a farm for another person or for an institution, corporation, or other organization. The manager is responsible for the **daily** decisions involved in the operation of a farm and may supervise hired labour employed on the farm. In other words, the manager is the person in charge. Do not confuse him with a caretaker or hired man who merely carries out his employer's instructions.

Do not report as managed, any farms operated under a family arrangement, such as father-son and mother-son agreements, unless a definite management agreement has been drawn up covering such points as responsibilities, salaries, etc.

If the person in charge operates land for himself in addition to managing land for his employer, use only one questionnaire to record the total agricultural operations. Do not fill out two separate questionnaires. The land operated by the person for himself will be shown as owned or rented, as the case may be, and the land operated for his employer will be shown as managed.

Information on crop acreages, machinery, livestock, sales, etc., will apply to the total land operated and the related agricultural activities.

Special problems — Con.**116. Contract farming**

When enumerating a farm operator who has a contract with a feed dealer, feed mill operator or processor (such as a poultry eviscerating plant or meat packing plant), the total agricultural operations involved in the contract arrangement are to be reported. For livestock and poultry contracts, report the total number of livestock and poultry which the farmer has on his farm even though he may not own all of them. Similarly, report the **total** wages, sales, etc., involved in the contract arrangement even though the farm operator's share is only a part of the total. For sales, **do not report** just the payment made to the farmer by the contractor. It is the total operations of the farm for which we want information, regardless of whether or not others besides the farm operator are involved. If the farmer says he does not know the amounts spent or received, ask him to give his best estimate. In cases where the farmer feeds livestock which are later transferred to another farm or feedlot for further feeding, the farmer will have no actual sales of livestock to report. In such cases, ask the farmer to give an estimate of the market value of the livestock when they left his farm.

ENUMERATION OF AGRICULTURE

Certain types of farms (Form 6)

117. Institutional farms



If the land forming part of an institution, such as an experimental farm, school, penitentiary or hospital, is used for agricultural operations, such as the growing of vegetables or fruits, an Agriculture Questionnaire must be completed. **Report** only the area and the value of land and buildings actually used for agricultural purposes. **Do not include** the value of buildings used for research or for the housing of students or inmates. The person responsible for the agricultural operations is to be reported in Question 1 as the operator. Enter the word "manager" after the person's name and report the land as being managed in Question 4. **WRITE THE NAME OF THE INSTITUTION AT THE TOP OF THE QUESTIONNAIRE.** Agricultural products produced on the farm and used by the institution must be considered as sold and an estimate of their value entered in the proper section. For milk obtained from a dairy herd on the institution farm and used by the institution, consider the milk sold and complete Section IX of the questionnaire. **Do not include** inmates of the institution as hired farm workers in Section XI even though they are doing agricultural work.

It is possible that land owned by an institution may be rented to someone else and operated by him on his own account. In such cases, do not report the farm as an institutional farm. Report the tenant as the operator and the land as rented.

118. Hutterite colonies

Report all land operated by a Hutterite colony as one farm. The "boss" must be reported as the farm operator in Question 1. Enter the word "manager" after the person's name and report the land as managed in Question 4. **WRITE THE NAME OF THE COLONY AT THE TOP OF THE QUESTIONNAIRE.** Members of the colony who do farm work must be reported as "hired farm workers" in Questions 80 and 81 (although they receive no money wages). Farm products consumed by the colony such as dairy products and vegetables are to be considered as being sold and the value of these products reported in Section XIII. For milk produced and used by the colony, complete Section IX of the questionnaire.

Certain types of farms — Con.**119. Community pastures**

If the headquarters of a community or other type of public pasture is located in your EA, complete an Agriculture Questionnaire covering the complete pasture. Report the manager of the pasture as the farm operator in Question 1 and the tenure of the land as managed in Question 4 (even those parts that are leased by the grazing association). **WRITE THE NAME OF THE COMMUNITY PASTURE AT THE TOP OF THE QUESTIONNAIRE.** Livestock kept on the community pasture for other farm operators must **not** be enumerated on the questionnaire for the community pasture as they will be enumerated on the farm of the person who owns them.

In the case of PFRA Community Pastures, fill in as much information as the manager can supply, but **do not** have him get information from the Head Office of the PFRA in Regina. Make a note in the "Comments" section of the questionnaire of information that can be secured only from Regina. A representative of the Dominion Bureau of Statistics will collect the information from the PFRA Head Office.

A farm which is privately owned and on which livestock are being pastured for a fixed fee is **not to be reported** as a community pasture.

120. Indian reservations and allotted Indian lands

(1) Where land has been allotted to individual Indians, a separate Agriculture Questionnaire will be completed for each holding with agricultural activity in the same manner as for ordinary holdings. Such land will be reported on the questionnaire as owned. The word "allotted" can be taken simply to mean the acreage designated as the place of agricultural activity of the individual Indian.

(2) All agricultural land belonging to an Indian reservation, but neither allotted to individual Indians nor leased to a corporation or to an individual, constitutes a single holding. Report the Indian Agent or farm manager as operator and report the land as managed. Include on this Agriculture Questionnaire any livestock belonging to the reservation as a whole, or livestock belonging to members of the reservation who have no allotted land. Do not include the acreage of wild land not utilized for agricultural purposes.

Workers employed on the Reservation farm, other than the operator, are to be reported as hired farm workers in Questions 80 and 81 only if they receive wages or share in the sales of agricultural products.

Certain types of farms — Con.**121. Apiaries, goat and
fur farms**

The Agriculture Questionnaire does not contain questions regarding bees, goats or fur-bearing animals. However, you may encounter a farm in your EA where the main activity is bee-keeping or the raising of goats or fur-bearing animals. In these cases you must complete a questionnaire for the holding. Record in the "Comments" section, the number of goats or hives of bees or the number and kind of fur-bearing animals. These items must be reported for the holding on which they are located regardless of whether the operator or someone else owns them. Similarly, sales of any of these items are to be reported (in Question 102) for the holding on which they are being kept regardless of who receives the money.

ENUMERATION OF AGRICULTURE

Use of maps in agricultural areas

122. Manitoba, Saskatchewan, Alberta and parts of British Columbia

The enumerators of most rural EA's in the three Prairie Provinces and the Peace River Block of British Columbia have been supplied with a township plan (see diagram), in addition to a topographical map of the EA. If you are enumerating in one of these areas, complete the township plan as shown in the diagram and return it with the completed questionnaires. All land in your EA must be accounted for as described below.

The EA is outlined in blue on the township plan and the appropriate township and range numbers have been entered. Make entries on the township plan as follows:

- (1) **For each holding that you enumerate on an Agriculture Questionnaire (Form 6),** draw in the boundaries on the township plan and enter the Agriculture Questionnaire Number. Draw the boundaries so that all the quarter sections and parts of quarter sections reported in Question 4 of the questionnaire are included. Enter the Agriculture Questionnaire Number within these boundaries. In cases where the total area of the holding consists of two or more separate tracts that do not adjoin one another, draw in the boundaries of each separate tract; enter the Agriculture Questionnaire Number within each set of boundaries.

For each holding enumerated, mark a small "x" in the approximate location of the farm headquarters.

In some cases, part of the total acreage of a farm (whose headquarters is in your area) will be located in some other EA. If so, draw in the boundaries of that part of the farm within your EA and enter the Agriculture Questionnaire Number even though the acreage outlined is less than the entry in Question 5.

In cases where the area of the holding is so small that the Agriculture Questionnaire Number cannot be entered in the proper location on the township plan, enter the Agriculture Questionnaire Number in the margin and draw an arrow to the exact location of the land. (See diagram.)

It is not necessary to make any entries on the topographical map for those EA's in which the enumerators are supplied with a township plan.

Use of maps in agricultural areas - Con.

- (2) For agricultural areas located in your EA for which some other enumerator is required to complete the Agriculture Questionnaire (Form 6), you must identify each parcel of land with a code letter from Column 1 of the listing form on the reverse side of the township plan. Then complete Columns 2 and 3 of the listing form by entering (opposite the appropriate code letter) the name and postal address of the farm operator. Of course, if there are several separate tracts of land within your EA that are part of the same farm holding which is enumerated by some other enumerator, use the same code letter to identify each tract of land.

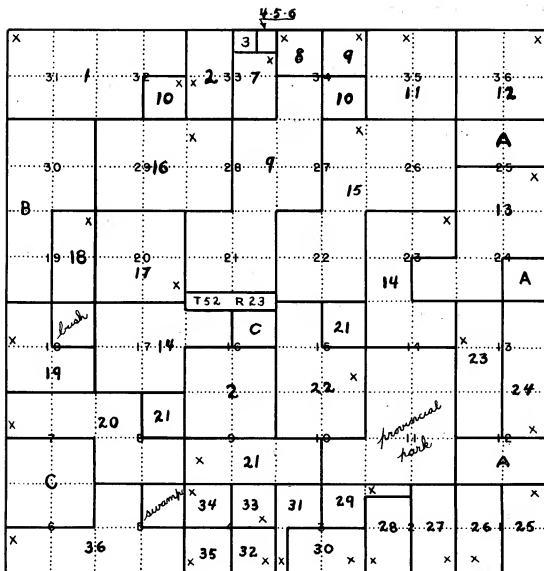
The example shown in the adjoining diagram illustrates the procedure to be followed. The $N\frac{1}{2}$ of Section 25, $SE\frac{1}{4}$ of Section 24 and $S\frac{1}{2}$ of

Section 12 comprise the parts of one farm holding whose headquarters is located in another EA and consequently is enumerated by the other enumerator. This land is identified with code letter A and the name and postal address of the farm operator (John A. Brown, Mount Rose, Manitoba) has been entered on the listing form on the back of the township plan. The same procedure has been followed for the agricultural land identified with code letters B and C.

- (3) For non-agricultural areas, abandoned or idle land areas such as lakes, large rivers, forests, coulees, abandoned or idle land (not part of occupied farms), draw in the boundaries of these areas and indicate what kind of land it is. Examples used in the adjoining diagram are "bush" "swamp", and "provincial park".

(Listing form on reverse side of township plan)

Land identification	Farm operator of the land	
	Name	Postal address
(1)	(2)	(3)
A	John A. Brown	Mount Rose, Manitoba
B	Steve M. Lusick	Ridgedale, Manitoba
C	Mark L. Smith	Ridgedale, Manitoba
D		
E		



123. Eastern Provinces and British Columbia

Each enumerator in the rural areas of the provinces of Newfoundland, Prince Edward Island, Nova Scotia, New Brunswick, Quebec, Ontario and British Columbia has been supplied with a topographical map of his EA. The location of the headquarters of each agricultural holding must be indicated on this topographical map. For each Agriculture Questionnaire completed, enter on the map the Agriculture Questionnaire Number near the dwelling symbol of the holding.

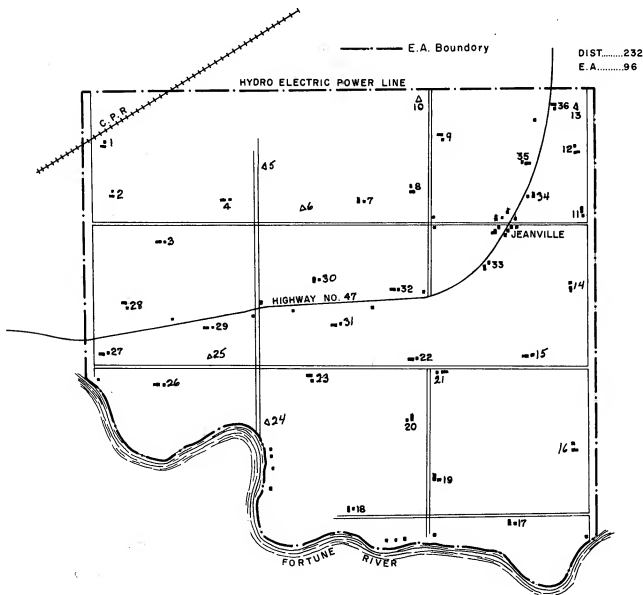
This dwelling symbol is a small square. (See diagram.)

If the dwelling is not indicated on your map, mark a small square ■ in the approximate location of the dwelling. If the holding does not have a dwelling, indicate by a triangle Δ on your map the approximate location of the holding and enter the Agriculture Questionnaire Number beside the triangle.

123. Eastern Provinces and British Columbia—Con.

Note that in areas where farms are more highly concentrated, an enlarged outline map for your EA will be found on the reverse side of the EA will be found on the reverse side of the topographical map. The markings on these enlargements are restricted mainly to rivers and roads, and to buildings such as farm homes,

schools, and churches. Use this enlarged outline map, where provided, to enter the Agriculture Questionnaire Numbers, as the larger map will enable you to mark the headquarters more clearly for each agricultural holding enumerated.



I. ENUMERATION FORMS (AGRICULTURE)

FORM 6—AGRICULTURE QUESTIONNAIRE

Instructions for specific questions

IDENTIFICATION

124. Agriculture Questionnaire Number

<p style="text-align: center;">IDENTIFICATION (To be completed by enumerator)</p> <p>AGRICULTURE QUESTIONNAIRE NUMBER _____</p> <p>(This is not necessarily the same as the household number.)</p>
--

Each Agriculture Questionnaire (Form 6) must be assigned a number in the order in which the holdings are visited, and the number must be entered in the space provided for "Agriculture Questionnaire Number". **Do not confuse this number** with the Household Number(s), assigned on the Visitation Record. (See Section 44.)

125. Household Number(s)

HOUSEHOLDS LIVING ON THIS HOLDING	
HOUSEHOLD NUMBER(S) (From "Visitation Record")	} _____ _____
No household living on this holding <input type="checkbox"/>	

Enter the Household Number for each household living on this holding. This number will be taken from the Visitation Record (Form 1). Space has been provided on the Agriculture Questionnaire for entering the numbers for two households. If more than two households are located on the agricultural holding enter the Household Numbers for the additional households in the "Comments" section. If no household is on this holding, mark the box indicating "no household living on this holding".

SECTION I—Operator, June 1, 1966

126. Question 1 Name of the operator

Print in block letters in Question 1 the name of the person who operates the farm.

How to determine who is the operator

- (1) The Agriculture Questionnaire is to be completed in the name of the person responsible for the day-to-day agricultural operations of the holding, whether this person is operating it as owner, tenant or hired manager. He may do all the work himself or he may have other members of his family or hired workers helping him.
- (2) In the case of a farm which is a part of an institution, school, firm, etc., write the name of the institution, firm, etc., at the top of the questionnaire. Report as operator in Question 1 the manager of the agricultural operations or the executive officer.

SECTION I - Con.**126. Question 1****Name of the operator - Con.**

(3) Do not fill out a separate questionnaire for members of the family, or other persons living on the same holding as the operator, unless each operates a tract of land entirely independent and separate from the home place. The agricultural operations of each person should be separated as to expenditures and revenues, and, in most cases, each person should have a separate set of machinery.

(4) **Do not report more than one operator for each holding -**

If the holding is operated by a partnership, consider one partner to be the operator and enter the name of the partnership and the name(s) of the other partner(s) in the "Comments" section of the questionnaire. If one of the partners has more responsibility for the agricultural operations of the farm, report him as operator in Question 1; otherwise report the eldest partner as the operator.

127. Question 1**Post Office address of
the operator**

Give the **MAILING ADDRESS** of the person in charge, **not** the location of the land. Be sure to include the Post Office box number if there is one.

**SECTION II - Location, Area, Tenure
and Value, June 1, 1966****128. Question 4****Location of
holding**



Report in Question 4 all the land operated on June 1, 1966, by the operator, **including the land he owns, rents or leases from others, or manages for others. Exclude** land owned by this operator but rented to someone else. Describe the complete holding, filling in the section, quarter, township, range and meridian in the provinces of Manitoba, Saskatchewan and Alberta or the lot number and range or concession, where applicable, in the other provinces. List each parcel of land separately, giving the area and tenure of each parcel. In the provinces of Manitoba, Saskatchewan and Alberta list each section or quarter separately. If more lines are needed to give the complete location of a holding use the "Comments" section.

Report all land farmed by this operator whether or not it lies entirely in your EA. The land may be in more than one tract and some of the tracts may be located at a considerable distance from the rest, but if the land is

SECTION II - Con.

128. Question 4
Location of
holding - Con.

operated by this farmer it must be included. **It is important that these land descriptions be accurate.** If the operator is not certain, have him check with a recent tax notice or some other source.

AREA AND DESCRIPTION OF LAND YOU OPERATE					
Quarter and Section (a)	Township (b)	Range (c)	Meridian (d)	Owned, rented or leased, managed (state which) (e)	Area in acres (f)
HQ NW 2	12	15	3	rented	160
HQ 7			9	owned	100
Lot No. 		Range or concession 			

Example for Prairie Provinces →

Example for Other Provinces →

129. Question 4
Headquarters of
the holding (HQ)

In giving the location of the holding in Question 4, **always list on the top line the parcel of land on which the headquarters is located.**

The farm dwelling of the operator is the headquarters on most holdings but if the operator does not live on the holding, the headquarters will be the main buildings, or the main gate if there are no buildings.

130. Question 5
Total area

The area reported in this question is the total area operated by this operator and will be the total area of the parcels of land reported in Question 4, Column (f). It must include all the land operated, whether owned, rented or leased from others, or managed, and whether located in your EA or elsewhere.

Do not include

- (1) land owned by this operator but rented to someone else; such land will be included with the land operated by the other operator;
- (2) large areas of timber land or other non-agricultural land held by an operator, but operated apart from the agricultural business.

SECTION II - Con.**131. Question 6(a)
Area owned****Report as owned**

- (1) land that the operator or his wife holds under title, homestead law, purchase contract, or as an heir or trustee of any individual estate;
- (2) land which is more or less permanently occupied by a squatter.

**132. Question 6(b)
Area rented or
leased from others****Include areas**

- (1) rented or leased from others on a cash basis;
- (2) worked on shares for others;
- (3) used rent free;
- (4) used under a lease arrangement with Federal, Provincial or Municipal governments.

Do not include land used under a **per head grazing permit** or fee.

**133. Question 6(c)
Area operated
for others as a
hired manager**

A hired manager is one who is paid a salary to operate a farm (or a ranch) for a person, firm, corporation, or institution. He may operate his own farm in addition to managing agricultural land for someone else. All this land, including the managed portion, must be enumerated on one questionnaire.

Caretakers and hired labourers must not be confused with managers. A hired manager is responsible for the agricultural operations and makes day-to-day decisions.

**134. Question 7
Value of land
and buildings**

There must be a value given for each agricultural holding enumerated. **The value reported should be the market value**, that is, the amount for which the agricultural holding would sell if there was a willing buyer and a willing seller, and not a forced sale. Do not report the original value, the replacement value, or the assessed value unless it conforms with the market value.

Sometimes you may find that the operator, when first asked this question, will say that he is unable to give an accurate estimate of the present market value. Most

SECTION II—Con.**134. Question 7
Value of land
and buildings—Con.**

operators, however, will have some knowledge of agricultural values in their district, and given a little time, and with some persuasion, the operator will usually come forth with a value estimate. Always obtain a value estimate for the property as agricultural property. For areas surrounding cities, farm land may have a very high **real estate value** if sold for subdivision purposes, but **this is not the value which is to be reported.** The figure required is the market value of the **property when used for the production of agricultural products.** However, if the non-agricultural value of the property is the only value estimate which the operator will give, record this figure but give an explanation in the "Comments" section of the questionnaire.

It is very important in making this valuation to include all land reported as operated in Question 5 as well as the farm buildings that are on this land. Do **not** just report the value of land and buildings which are **owned and operated**; include also the value of land and buildings which are **rented or leased from others and managed for others.**

Do not include the value of institutional or other non-agricultural buildings such as hospitals, dormitories, stores, gas stations, tourist cabins, motels, restaurants, etc.

SECTION III—Field Crops**135. General
instructions**

Report the total area of the various crops sown or to be sown for harvest in 1966, whether already planted at the date of the Census or intended to be planted later. The questions on field crops always relate to the **total** area of land operated on this holding as reported in Question 5. Study carefully the list of crops printed on the questionnaire in order that you may be sufficiently familiar with them to avoid omitting or duplicating any crop. Report in Question 34 any field crops not specified on the Agriculture Questionnaire.

**136. Two or more crops
sown or to be sown
on the same land**

(1) **Double cropping**—If two or more crops are grown on the same land for harvest this year, the entire acreage must be reported for each crop. This will occur most frequently in the case of vegetables. Enter details in the "Comments" section.

SECTION III - Con.

- 136. Two or more crops
sown or to be sown
on the same land - Con.**

(2) **Other crops harvested in orchards** - Where another crop is grown between the trees in an orchard, report the acreage of the crop as if it were grown alone. If there are 25 or more fruit trees, report also the total area of fruit trees in Question 36.

(3) **Mixed grains** - Report in Question 13, grain crops sown or to be sown in 1966 and to be harvested as a mixture.

(4) **More than one cutting of hay crops** - Where two or more cuttings of hay are taken from the same area, the acreage is to be reported only once.

- 137. Questions 11 and 12
Oats for grain, barley**

Report areas of oats and barley being grown for grain, including areas of winter oats and barley sown last fall for harvest this summer. Do not include acreages of oats and barley which will be cut for green feed.

- 138. Questions 14 and 15
Fall rye for grain,
spring rye for grain**

Report the area of rye being grown for grain in Questions 14 and 15.

Do not include

- (1) rye to be cut for hay (this must be included in Question 24, "Other fodder crops");
- (2) rye which is sown for pasture and not to be cut (this must be included in Question 44, "Improved land for pasture or grazing");
- (3) rye which will be ploughed under as green manure (this must be included in Question 45, "Summer fallow").

- 139. Questions 17 and 18
Dry field peas,
dry field beans**

Include seed peas and beans in Questions 17 and 18. Do not include wax, green and snap beans, and green peas which are grown for canning, for the fresh market, or for freezing. They must be reported in Question 35 (Area of vegetables).

- 140. Questions 21 and 22
Tame hay**

Report the area of alfalfa and all grasses and clovers cut or to be cut for hay, ensilage, seed or dehydrating, regardless of when the area was sown. Report alfalfa and

SECTION III - Con.

140. Questions 21 and 22

Tame hay - Con.

alfalfa mixtures in Question 21. Include in Question 22 such crops as timothy, brome grass, crested wheat grass, sweet clover, etc., **but do not include wild hay.**

Where two or more cuttings of hay are taken, the acreage is to be reported **only once.**



141. Question 25

Flaxseed

Report in this question all linseed (oil) varieties of flax even though straw may be sold for paper-making. Flax of fibre varieties must be reported in Question 34.

142. Question 28

Rapeseed

Report, in Question 28, only rape which will be harvested for seed. Rape for pasture is to be reported in Question 44.

143. Question 30

Potatoes

Report all patches of potatoes, no matter how small, including those grown for home use. For patches of less than 1/10 acre, report 1/10 acre.

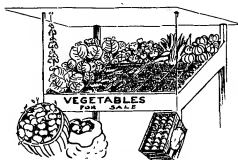
144. Question 31

Turnips, swedes
and mangels

Report areas of field turnips, swedes and mangels (rutabagas) being grown for human consumption or live-stock feed. Turnips grown in the home garden are not to be included.

**SECTION IV - Vegetables, Fruits,
Nursery and Greenhouse
Products**

**145. Question 35
Vegetables**



Report the acreage to the nearest tenth acre of vegetables planted or to be planted for harvest in 1966 and being grown mainly for sale, either on the fresh market or to canners, freezers, dehydrators or other processors. The term "grown mainly for sale" means that the major portion of total production is sold with only a small portion being retained for home use. Vegetables grown on institutional farms and consumed by the members of the institution are to be considered as sold. Also, consider vegetables grown under contract as sold from the place where grown.

If more than one crop of vegetables is to be planted on the same piece of land, count the acreage for each crop.

Include the area on which vegetable seed (exclude seed potatoes) is being produced mainly for sale in 1966.

**146. Question 36
Tree fruits**

Ask Question 36 on all holdings and report the area if there is a total of 25 or more fruit trees of all kinds on the holding. Report the area of apple trees (including crabapples) in Question 36(a) and the area of all other tree fruits in Question 36(b).

If other crops, such as vegetables, are to be harvested from between the rows of fruit trees, the area of both the fruit trees and the other crops must be reported as if they were grown separately. (See Section 136.)

Do not include fruit trees which are definitely abandoned and worthless, and for which the operator has no plans for immediate rehabilitation.

The area of **nut trees** is to be included in Question 36(b) and include an explanatory note in the "Comments" section.

**147. Questions 37 to 40
Cultivated small
fruits**

The acreage of small fruits applies only to those holdings which report that these products are being grown **mainly for sale**. If these products are grown on the holding, but are mainly consumed by the farm household, with possibly a small portion sold, no entries are to be made in Questions 37 to 40.

Report only cultivated fruits.

Omit wild fruits such as wild blueberries, wild cranberries, and saskatoons.

SECTION IV - Con.

- 148. Questions 41 and 42**
Nursery products, cut
flowers and dry bulbs,
greenhouse products

Nursery products include trees, shrubs, vines and ornamentals grown **mainly for sale**.

Greenhouse products include vegetables, vegetable plants, flowers, potted plants, etc., grown under glass or other protection. Report these products only if grown **mainly for sale**.

The area of mushroom cellars is to be reported in Question 42.

If an entry is made in Question 42, indicate in the "Comments" section the type of production, such as greenhouse, mushroom cellar or hot bed.

Do not include, in Question 42, the area of plants started in greenhouses, cold frames, etc., but later transplanted to the fields on this farm.

SECTION V - Use of Land in 1966

- 149. General**
Instructions

These questions ask for information on how the land in the agricultural holding is being used. For this set of questions, each acre of the holding can be counted only once. The acreages reported in Questions 43 to 48 must be added and the total (Question 49) must equal the total area of the holdings as reported in Question 5.

- 150. Question 43**
Cropland sown or
to be sown for
harvest in 1966

The acreage entered in Question 43 is usually the total of the following areas:

- (1) all field crops (Questions 8 to 34);
- (2) vegetables (Question 35);
- (3) tree fruits (Question 36);
- (4) small fruits (Questions 37 to 40);
- (5) nursery and greenhouse products (Questions 41 and 42).

If there is double cropping or intercropping on the holding (see Section 136), the answer to Question 43 will be less than the total of the individual crops. Such cases must be clearly explained in the "Comments" section of the questionnaire.

- 151. Question 44**
Improved land for
pasture or grazing

Report all land which is being used for pasture or grazing and which has had some improvements made to it in recent years. The following are the land improvement practices most likely to have been made:

SECTION V - Con.

151. Question 44
Improved land
for pasture or
grazing - Con.

- (1) establishment of an effective drainage system;
- (2) use of an irrigation system;
- (3) seeding and/or fertilizing the pasture land;
- (4) weeds and/or brush being cleared or controlled.

Do not include

- (1) land pastured after hay was or will be cut in 1966 (this must be included in Questions 21 or 22 and 43);
- (2) natural prairie or pasture land (this must be included in Question 48).



152. Question 45
Summer fallow

Summer fallow is land from which no crop will be harvested during 1966 but which is or will be cultivated or worked during the year for weed control and/or moisture conservation.

Include land on which green manure crops such as sweet clover or buckwheat have been, or will be, ploughed under.

Do not include as summer fallow, land which will be ploughed after a crop such as hay, fall wheat or fall rye has been harvested. Acreage of this kind must be reported under the individual crops. Idle land **must not be reported** as summer fallow. (See Section 153.)

SECTION V - Con.

153. Question 46
Other improved
land

Report in this question the area of what is sometimes called the "farmstead"—that is, the farm buildings and barnyards. **Include**, also, idle land which is defined as land that has been cultivated at one time but which is not being pastured, summer fallowed or cropped this year.

Other items to include are

- (1) the area of home gardens, lanes, and roads on the holding;
- (2) areas of new breaking that have not yet been cropped;
- (3) acreages of grass which have or are to be sold this year as sod for sodding lawns, etc.

154. Question 47
Woodland

Include all woodland, farm woodlots, private land leased from others for woodcutting, sugar bush and cutover land with seedlings or trees which have or will have value as timber, fuelwood or Christmas trees. The area of trees planted for windbreaks must also be included.

Do not include large timber tracts run as a business separate from the agricultural holding and which are leased or under permit solely for cutting of forest products.

155. Question 48
Other unimproved
land

Report areas of natural pasture or hay land that have not been cultivated, also brush pasture, grazing or waste land, sloughs, marsh, rocky land, etc., that are part of the agricultural holding and which must be enumerated to give a complete account of the total acreage of the holding.

Do not include, as other unimproved land, any land from which forest products may be obtained; such land is to be reported in Question 47.

**SECTION VI—Machinery and
Electric Power****156. General
instructions**

Include machines which are used in the agricultural operations and are located on the holding on June 1, whether owned by the operator or by someone else. Equipment owned in partnership must be reported on the holding where it was located on June 1.

Do not include old machines which are no longer used.

The value reported for farm machinery will be the present market value—that is, the amount for which the machinery or equipment would sell if there was a willing buyer and a willing seller and not a forced sale. It might be explained as the price the machine would likely bring, in its present condition, at an auction sale or the amount the farmer would be willing to pay for the machine if he was buying one of the same make, age and condition.

Do not report the original value or the replacement value unless it conforms with the market value.

**157. Question 50
Automobiles**

Include station wagons and jeeps if they are used primarily as passenger automobiles.

**158. Question 51
Motor trucks**

Report station wagons and jeeps if they are used primarily as trucks.

Do not report school buses.

**159. Question 53
Grain combines**

In most grain-growing areas the grain combine is the main farm machine used nowadays to thresh the grain crops—having largely replaced the binder and stationary threshing machine.



SECTION VI - Con.**159. Question 53****Grain combines - Con.**

There are three types of grain combines:

- (1) Self-propelled - a motor on the combine provides power to transport the machine and also drive the threshing mechanism.
- (2) Pull-type auxiliary engine - a tractor is required to transport the machine but there is a motor on the combine to drive the threshing mechanism.
- (3) Pull-type power take-off - a tractor is required to transport the machine and also, by means of a drive-shaft, the tractor provides the power to drive the threshing mechanism of the combine.

The self-propelled combines are to be reported in Question 53(a); the other two types are to be reported in Question 53(b).

Grain combines that are equipped with a corn-picking head attachment are to be reported in Question 53, but the value of the attachment is to be reported in Question 58.

Do not include

- (a) swathers and other reaper types of machines that cut the grain crops and/or gather them into swaths or piles, but do not perform the threshing operation;
- (b) stationary types of threshing machines. The value of these machines are to be reported in Question 58;
- (c) corn-husking and pea-harvesting machines designed exclusively for the harvesting of corn and field peas. The value of these machines are to be reported in Question 58.

160. Question 54
Swathers

The use of this machine in the harvesting of grain crops has increased substantially in recent years.



SECTION VI - Con.**160. Question 54****Swathers - Con.**

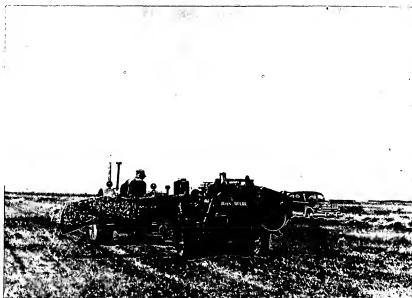
The swather cuts the crop and lays it in rows; this operation is usually done shortly before the crop is ripe enough for straight combining. The ripening process (and drying) is completed while the grain lies in the swathe, after which the crop is picked up and threshed by the grain combine.

There are two types of swathers: the self-propelled and tractor-drawn. Report both types in Question 54.

Do not include mowers or side-delivery rakes which are used mostly for hay crops.

161. Question 55**Pick-up hay balers**

Report only pick-up hay balers.

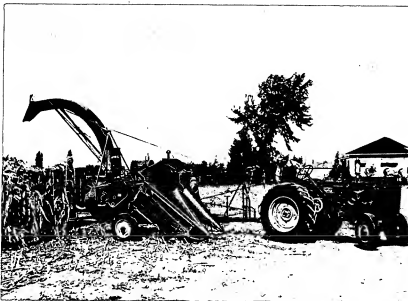


Do not include stationary types.

SECTION VI—Con.

162. Question 56
Forage crop
harvesters

Report machines used to cut or clip hay or corn in the field and convey it into wagons or trucks.



Do not include hay loaders which merely load the hay with no cutting action involved, or stationary ensilage cutters.

163. Question 57
Milking machines

Report both pipeline and portable pail types of milking machines with built-in power units.

Do not report each milking pail unit as a separate milking machine. The pail units are to be counted as being part of **one** milking machine.

164. Question 58
Value of all
other machinery
and equipment

Include the value of machinery and equipment (other than those included in Questions 50 to 57) which is used for agricultural purposes.

Do not include the value of such machines as snow removal tractors and school buses which are not used for agricultural purposes.

**SECTION VII - Livestock on this
Holding, June 1, 1966**

**165. General
instructions**

Report all animals on this holding as at June 1, whether they belong to the operator, his hired help or members of his family; also, animals kept on this holding which are pastured or fed for others. Livestock owned by this operator but pastured on community pastures are also to be reported as being on this holding; enter in the "Comments" section the name of the community pasture on which the livestock are being pastured. Animals which are being fed or pastured under contract or on a custom basis are to be reported on the holding on which they are located on June 1.

Breeding animals which are owned jointly by two or more farmers or by government agencies and kept in turn on the various farms must be reported on the farm where they happen to be located on June 1.

Do not report, on the questionnaire for this holding, livestock owned by this operator which are pastured or kept on another farm or ranch (unless it is a community pasture). Such livestock will be enumerated on the questionnaire of the holding where they are being kept.

If goats are reported on the holding, record the number in the "Comments" section of the questionnaire.

**166. Question 61
Sows kept for
breeding purposes**

Include bred gilts (young sows which have been bred for the first time and have not yet produced a litter of pigs).

**167. Question 63
Heifers, 1 year and
under 2, being raised
mainly for milk
production**

Include all animals, 1 year and under 2 years, being raised mainly for milk production regardless of whether or not they are a dairy breed.

**168. Question 64
Cows and heifers,
2 years and over,
milking or to be milked**

Include all cows and heifers 2 years and over, which are being milked or will be milked after freshening, whether of a dairy breed or not. Cows nursing calves are not to be included unless some milk is taken for other uses.

**169. Question 69
Cattle on feed**

Report the number of cattle (including calves) which were being fattened on grain and/or concentrates on January 1, 1966 for the slaughter market. Include the number of cattle and calves which were being fattened on this holding for others.

SECTION VII—Con.**169. Question 69****Cattle on feed—Con.**

Do not report cattle which were on the farm January 1, 1966 but which were later sold as feeders. Also do not include cattle which were being wintered with grain or concentrates included in their feed ration but which will be pastured during the summer of 1966.

**SECTION VIII—Poultry, June 1, 1966****170. General
Instructions**

Report all poultry on this holding, whether they belong to the operator, members of his family, hired help, or others. Include birds (such as broilers) being fed under contract.

**SECTION IX—Sales of Whole Milk,
May 1966****171. Questions 74 to 77
General
Instructions**

The questions in this section refer to all whole milk and cream sold from this holding during May 1966, regardless of who shared the receipts. Note that, for Questions 75 and 76, a choice of unit is provided for the quantities to be reported. The unit to use will depend on which basis the operator sold the whole milk and/or cream.

Whenever possible, have the farm operator refer to the sales receipts for milk and/or cream sold.

Do not include milk or cream which was purchased and then resold, nor goat's milk.

SECTION IX—Con.

171. Questions 74 to 77

General
instructions—Con.

Milk used for making **cheese in a factory** is to be reported in Question 75 (Whole milk sold).

Note that milk produced and used by Institutional farms and Hutterite colonies is considered to be sold and must be recorded in Question 77.

172. Question 75

Whole milk sold
through commercial channels,
May 1966

Report the amount of whole milk sold through commercial channels such as milk plants and factories either in gallons of milk or pounds of milk, depending on which basis the farm operator is best able to give the information.



173. Question 76

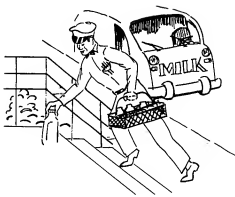
Cream sold through
commercial channels,
May 1966

Report the amount of cream sold through commercial channels such as milk plants and creameries.

Provision is made on the questionnaire for reporting cream sold in either gallons or pounds of butterfat. If the farmer gives his answer to this question in pounds of cream, convert to gallons of cream by dividing by 10.

SECTION IX - Con.

174. Question 77
Whole milk and cream
sold directly to
consumers, May 1966



Report the amount of whole milk and cream which the farmer sold directly to consumers, stores or restaurants during the month of May 1966. The amount is to be reported in quarts of milk. If the farmer sold cream directly to consumers, report the amount in this question by converting pints of cream to quarts of whole milk by multiplying by 5. **Do not report** milk or cream purchased from others for resale.

On a Hutterite colony or Institutional farm, milk consumed by the members or residents is to be reported in Question 77 as milk sold direct to consumers.

SECTION X - Part-time Work During
the Past 12 Months

175. Question 78
Income from off-
holding work



Mark whether the operator received **under \$750** or **\$750 or more** from non-agricultural and agricultural work off his holding during the past 12 months. Note that the exact income is not required.

In determining the off-holding income class, income from off-holding work includes the **full** salary, wages or commission (before deductions for such items as income tax, unemployment insurance, etc.) that the operator received.

For sources of income such as, -custom work, non-agricultural business or professional practice, **only the net income** is to be considered. In other words, the operator is not to include the business expenses when providing the answer to this question. Expenses incurred by the operator for such agricultural work as, -custom combining or forage harvesting for a neighbour, or expenses incurred in operating such non-agricultural activities as a service station or tourist facilities, or performing veterinarian services for others, **are not to be included** in the income for this question.

Many operators will receive off-holding income from such work as, -working in the woods, fishing and roadwork. In determining the income desired for this question **deduct**

SECTION X - Con.

175. Question 78

Income from off-
holding work - Con.

any expense for equipment, etc., that is provided by the operator. If the operator provides only his labour, then the full income received provides the answer to the question.

The income received in the calendar year of 1965 is acceptable, if it is more readily obtainable. This figure could come from the operator's 1965 income tax form or other records.

Do not include income from such sources as, - government old age pensions, family allowances, unemployment insurance, disability pensions or allowances, rentals from properties rented to someone else, or income from such other investments as, - bonds; shares, stocks, etc.

Note that off-holding income received by other members of the household **is not** to be included. This question concerns only the operator's off-holding income and **must not** include income received by the wife or other members of the operator's family.

176. Question 79

Days operator worked
at non-agricultural
work and at agricultural
work off this holding

Include the total number of days that **the operator** worked for pay (wages, salary, commissions, etc.) at non-agricultural work or at agricultural work off this holding, or at his own non-agricultural business or profession. (Agricultural work includes ploughing, threshing, combining, haying, general farm labour, etc., when done either for wages or on a custom basis.)

Do not include exchange work, such as helping a neighbour with threshing or haying.

If the answers are not given in days, convert to days on the basis of: 8 hours equal 1 day; 6 days equal 1 week; 26 days equal 1 month.



SECTION XI - Hired Agricultural Workers**177. General instructions**

For this section, any person doing agricultural work on the farm for wages, salary, commission, or on a piece-rate or labour-contract basis, qualifies as a hired agricultural worker. **Include** a hired manager and members of the operator's family receiving regular or specified cash wages (providing they were employed 20 hours or more during the week ending May 28).

For census purposes, housework is **not to be included** as agricultural labour.

Include only workers 15 years of age and over. Do not include the operator unless he is a paid farm manager. In the case of partly managed farms, report the operator as a hired agricultural worker only if he worked 20 hours or more on the managed portion of the farm during the week ending May 28.

If the farm is operated by a partnership, do not report any of the partners as hired agricultural workers.

In instances where the operator of the holding on June 1, 1966 is not the person who operated the holding last year, obtain from the present operator as accurate a record as possible of the number of hired agricultural workers employed on this holding during the past 12 months.

Exchange work done on other farms by workers paid by this operator should be considered as work done on this farm.

Where custom work is done on a farm by hired machines, do not include the workers that form part of the cost of such machine hire on the Agriculture Questionnaire for that farm. They must be reported on the Agriculture Questionnaire for the operator actually **doing** the custom work.

SECTION XII - Expenditures During the Past 12 Months**178. General instructions**

Report, for the items listed, the expenditures incurred during the past 12 months for the holding, whether paid in cash or obtained on credit. If the operator wishes to

SECTION XII - Con.**178. General
Instructions - Con.**

report the expenditures for the past calendar year rather than for the past 12 months this is permissible provided this fact is noted in the "Comments" section. The operator may have already calculated the information on a calendar-year basis for income tax purposes.

**179. Question 83
Taxes**

Report real estate taxes levied during the past 12 months on the farm land and buildings now owned and operated, whether paid or not. Include all taxes such as school taxes as well as municipal taxes. If hospital taxes are assigned on a mill-rate basis, these are to be reported.

Exclude

- (a) taxes on property owned by this operator but rented to someone else;
- (b) taxes on agricultural property rented by this operator from someone else;
- (c) taxes on managed farms;
- (d) tax arrears;
- (e) income taxes, irrigation taxes, sales taxes, etc.;
- (f) hospital and medical insurance premiums.

**180. Questions
84(a) and (b)
Rent**

Report all rent charged in 1965 by the landlord (whether paid or not) for agricultural property which is now operated by the person being enumerated. Report separately the rent paid on a cash basis and the rent paid on a share or in kind basis. Where rent is charged as a share of the produce grown on the farm (1/4-share, 1/2-share, etc.) and is paid in kind, an estimate of the dollar value of this share rent is required. The produce given as rent should be valued at the price the operator could get if he was to sell it. For field crops whose price is established by the Canadian Wheat Board, only the initial Wheat Board payments are to be included when calculating a value for the share rent paid to the landlord.

Do not report any rent for managed farms.

**SECTION XIII - Value of Agricultural
Products Sold During
the Past 12 Months**

**181. General
instructions**



Include in the value of sales everything produced and sold from this agricultural holding (described in Question 4) during the past 12 months, regardless of whether the sales income was received by the operator or by some other person. If the operator wishes to report the value of sales for the past **calendar year** rather than for the past 12 months this is permissible provided this fact is noted in the "Comments" section. The operator may have already calculated the information on a calendar-year basis for income tax purposes.

The following are some important instructions which you must follow when enumerating sales:

- (1) **The landlord's share of agricultural produce sold** must be considered as sales from the operator's farm.

Do not include on the landlord's questionnaire (if he is also a farm operator) sales of products received from land rented to others. Such sales must be reported on the questionnaire for the rented farm.

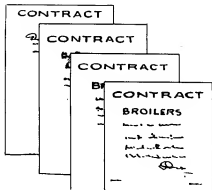
- (2) **Products of a Hutterite colony or an Institutional farm which are used by the colony or institution** must be considered as sold and an estimate of their value recorded for the proper questions.

- (3) **Canadian Wheat Board payments** received during the past 12 months (including the landlord's share) regardless of which crop they apply to, must be included with crop sales. (This rule will apply only in the Prairie Provinces.)

- (4) **Patronage dividends and Government deficiency payments** received during the past 12 months must be included with the sales value of the products sold.

- (5) **Government acreage payments** received during the past 12 months must be reported in Question 89.

- (6) **Contract operations** must include the total value of sales of livestock or poultry even though the ownership of the livestock or poultry may be shared with a feed dealer, poultry dealer, or other person under a contract arrangement. In a few cases, livestock may be fed for a period of time on a farm and then transferred to another farm or feedlot for additional feeding. In such cases where the livestock are not actually sold when leaving the farm, **report as sales** the estimated value of these livestock when transferred.



SECTION XIII - Con.**181. General
instructions - Con.**

(7) **Sales of livestock by drover operators** are not to be reported on the questionnaire of the drover's farm, if the livestock have been bought and sold **within a 30-day period**. If the livestock are kept by the drover for more than one month prior to resale, the sales of such animals are to be reported.

(8) **Report** any unusual situations in the "Comments" section.

**182. Question 94
Sales of pigs**

Be sure to include the total sales value of pigs produced under contract, that is, report both the farmer's share and the share going to the other party in the contract arrangement.

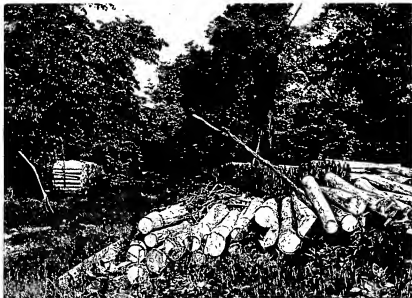
**183. Question 101
Sales of forest
products**

Include with forest product sales, income received by the operator from stumpage leases - where an agreed amount is paid for the privilege of cutting timber or pulpwood from the land.

**SECTION XIV - Forest and Maple
Products****184. General
instructions**

Question 103 is to be marked "Yes" if any of the following conditions applied **during the past 12 months**:

(1) Any wood products were cut or sold from the woodland of the holding, whether by the farm operator or someone else. Wood products include fuelwood, pulpwood, logs for lumber, fence posts, poles for telephone, power, etc., mining timber, Christmas trees, etc.



SECTION XIV - Con.

184. General

Instructions - Con.

(2) Any maple trees on the holding were tapped in the spring of 1966.

If neither of the above conditions apply, then Questions 104 to 107 are not to be asked. Forest or maple products obtained from Crown Land are not to be reported.

If wood products not listed on the questionnaire are cut from this holding, record this fact in the "Comments" section along with the quantities that were cut. Such products would include fence posts, poles for telephone, power, etc., mining timber and Christmas trees for sale.

185. Question 104

Fuelwood cut or
sold during the
past 12 months

Do not include slabs, edgings, veneer cores, old posts, poles, or logs from old buildings or fuelwood derived from tops and limbs.

Quantities of fuelwood are to be reported in standard cords.

The standard cord is a unit of measurement for wood stacked in regular piles, and is a pile 4 feet high and 8 feet long, of wood cut in 4-foot lengths, containing 128 cubic feet of wood, bark, and air space. In some localities, the term "cord" is used when sticks are other than four feet long. For example, a farmer may say he cut 10 cords of wood two feet long. In terms of cords, as defined above, he actually cut five standard cords.

Since only standard cords (128 cubic feet) are to be reported, it is necessary that you determine the length of the wood when cords are reported. Use Table 6 in Appendix E of this manual to convert reported figures to standard cords.

Fuelwood reported as being sold during the past 12 months (Question 104(b)) may have been cut during the past year or at any previous time, but must have been cut from the woodland of this holding.

186. Question 105

Pulpwood cut during
the past 12 months

For Question 105, include both coniferous (needle-bearing) species and other (broad-leaved) species.

If the farmer does not know the number of cords for this question, but reports in terms of carloads, ascertain whether the cars are small (36 feet long) or large (40 feet long). To determine the total production in terms of cords, multiply the number of small cars by 17 cords, and the number of large cars by 21 cords.

SECTION XIV - Con.

187. Question 106

**Logs cut during the
past 12 months**

Report all logs in board feet. If the board feet content is not known, ascertain the average top diameter of the logs and their length, and use Table 5 in Appendix E of this manual to convert these measurements to board feet.

188. Question 107

**Number of tappings
of maple trees this
spring**

Report the number of tappings for all trees tapped this spring on this holding, either by the operator or by someone else. Also include tappings made by the operator for trees in the open woods for which no rental was paid. Report the total number of taps made on maple trees regardless of whether buckets, bags or tubing were used to collect the sap.

If buckets are used, the number of tappings will be equal to the number of buckets hung.

FORM 7—AGRICULTURE LISTING FORM

189. When to use Form 7

Report in Form 7, agricultural production (other than home gardens) for

- (a) holdings of less than one acre in size;
- (b) holdings of one acre or more in size but for which sales of agricultural products were less than \$50 during the past 12 months.

In other words, use this form for recording agricultural production for holdings not requiring the completion of an Agriculture Questionnaire (Form 6). Items to be reported are total area, numbers of livestock and poultry, and area of greenhouses. **Do not include home gardens.**

You must ask at every household **not** living on a farm or small agricultural holding (one acre or more in size and \$50 or more of sales) whether they have any of the agricultural items mentioned above. If so, the information must be entered on Form 7. This check applies to the households located in villages, towns and the suburban areas of cities as well as those located in rural areas.

190. How to complete Form 7

- (a) **General instructions**—Before commencing enumeration, enter the District and Enumeration Area numbers in the upper left-hand corner of your Form 7. Use only one line for each holding. Use the reverse side of the form when all the lines on the front side have been filled.

Do not enter dashes. Where no entries are necessary, leave the space blank.

The area must be recorded for each holding listed. Make all entries in ink.

- (b) **Instructions for specific columns**

- (i) **Person in charge of holding (Column 1)**—Report the name of the person in charge of the holding even if the land, livestock or poultry do not belong to him. If the holding is occupied, the person living there will usually be reported as the person in charge of the holding. Print the surname in block letters, followed by given name and initials.

190. How to complete Form 7—Con.

- (ii) **Area of holding (Column 2)**—Report the area to the nearest tenth acre. For holdings less than 1/10 of an acre in size, report one-tenth acre.

Do not include the area of home gardens, such as potatoes, vegetables, small fruits and orchards being used mainly for home use.

- (iii) **Livestock and poultry (Columns 3 to 10)**—Report in Columns 3 to 10 all livestock and poultry on the holding as at June 1, regardless of ownership. The livestock and poultry are to be reported even if they are not owned by the person in charge of the holding.

- (iv) **Area of greenhouse products grown mainly for sale (Column 11)**—Report the area of greenhouse products, such as flowers, vegetables, vegetable plants, etc., grown mainly for sale under glass or other protection.

Do not include the area of plants which are started in greenhouses, cold frames, etc., but which are later transplanted to the field.

J. ENUMERATION FORMS (MERCHANDISING AND SERVICE ESTABLISHMENTS)

FORM 18—MERCHANDISING AND SERVICE ESTABLISHMENTS

191. General instructions

These records will be used to prepare mailing lists of establishments to which census report forms will be mailed later. Be sure you understand what is required for each of the items on the questionnaire as explained in the instructions in Section 194. It is important that the correct name, address, etc., be obtained so that the census form will be sent to the right place. Pay particular attention, also, to Item 5 (Type of business) and Item 6 (Kind of business).

Record on this form every retail, wholesale, and service establishment (business location). Study Section 192 of these instructions to make certain that you recognize these types of business activity. Be especially careful to record any such establishment which may be located in an office building. If more than one store of the same firm is located in your EA, complete a Form 18 for each store.

Form 18 on which you list businesses is bilingual; one side of the form is in English and the reverse side is in French. The forms are bound in books of 24 forms. The entire book must be completed either as an English or French record.

Therefore, if you start your book by enumerating on the English side of the Form 18 and, later on, it becomes absolutely necessary to list a business on the French side of a Form 18, do so but copy the information onto the English side of that same Form 18. If you do this all forms in the book will be completed consistently on the same side. A check in Item 9, "Census form required", will ensure that a questionnaire in the language required will be mailed to the business concerned.

If the book has been completed for 24 listings, obtain another book; do not use the reverse side of a Form 18 which has been completed previously.

Upon entering a place of business, ask to speak to someone in authority, then introduce yourself as a Census Enumerator. Show your identity card, and proceed to ask for the required information. If no one in authority is present, or if the business is closed temporarily for lunch or for some other reason, make a notation to this effect in the call-back record of your Form 18 folio, and arrange to come back at a more suitable time.

**191. General
instructions — Con.**

Do not confuse the instructions for Form 18 with the instructions for other census forms. Remember that the information to be collected on Form 18 relates **only to the business** and not to the persons operating it. Persons who do not live at the business address should be enumerated for population at their home; if the operators of a business live at the business address, they and their family should be enumerated as persons and as a household at that address on the proper form (or forms) and the business as a business on Form 18.

**192. Types of business
defined**



- (1) **Retail**—An establishment engaged for the most part in selling merchandise to the general public for household or personal consumption.

The ordinary kinds of retail establishments are easily recognized but there are others which may be overlooked because of their nature. Examples of such establishments are: gasoline filling stations, retail florist shops, opticians, co-operative stores, fuel dealers, and appliance stores operated by public utility companies.

- (2) **Wholesale**—An establishment engaged for the most part in handling merchandise between the manufacturing plant or primary producer on the one hand and the retailer or industrial, commercial, institutional, professional, or other large user on the other.

Included, in addition to regular wholesalers and jobbers, are such establishments as: manufacturers' sales branches located apart from the manufacturing plants, many kinds of suppliers of industry, commerce, the farm, professions, governments and institutions; manufacturers' agents and commodity brokers; importers and exporters, petroleum bulk-tank stations; co-operative marketing associations; country grain elevators; and buyers of farm or other primary products.

- (3) **Service**—An establishment engaged for the most part in providing some form of service to the public.

Following are the six main groups of service establishments:

- (a) Personal service establishments such as barber shops, dry cleaners, shoeshine parlours, funeral directors. Hairdressing or dressmaking done in the home should also be listed as a service establishment.

**192. Types of business
defined - Con.**

- (b) Restaurants, taverns.
- (c) Business service establishments such as advertising agencies, customs brokers, and management consultants.
- (d) Recreation service establishments such as theatres, bowling alleys, and race tracks.
- (e) Hotels, tourist camps, and motels.
- (f) Other service establishments such as photographic studios, blacksmith shops, repair shops, and establishments that provide communication, transportation, and storage services (except those of telephone, railroad and airline companies).

**193. Establishments not
to be listed**

Except as indicated in the "Caution" note below, the following establishments are not to be listed:

- (1) Any place of business engaged principally or entirely in manufacturing. (See "Caution" below.)
- (2) Professional offices such as doctors', dentists', lawyers', engineers', and scientists' offices.
- (3) Contracting business such as heating and plumbing, masonry, electrical and others in the building trades.
- (4) Public utilities such as electric light, telephone, gas, railroad, and airline companies. (See "Caution" below.)
- (5) Financial houses such as insurance companies, real estate brokers and dealers, stock brokers, bond houses and banks, money lenders.

Caution - Occasionally, business establishments referred to in parts (1) and (4) above, operate retail outlets which must be listed on Form 18. Examples are brewers' retail stores attached to brewing plants and appliance stores operated in the premises of public utility companies.

1. Dist. _____		DO NOT WRITE HERE →		Unit	K of B	Schedule	File number
2. EA _____							
3. Name of business		Please print _____					
4. Address of this business		Please print _____					
City, town, village or other postal address		Please print _____				Prov. _____	
5. Main type of business:		6. Kind of business: grocery store, drug store, men's clothing store, service station, fuel dealer, shoe repair shop, restaurant, theatre, wholesale groceries, wholesale hardware, grain broker, etc.		7. Number of personnel: Report the number of persons usually required to operate this business, including employees, proprietor(s) and family members.			
Check (✓) one only				If more than 10 check (✓) <input type="checkbox"/>			
Retail <input type="checkbox"/>				If 10 or less—No. full time _____			
Wholesale <input type="checkbox"/>				—No. part time _____			
Service <input type="checkbox"/>		(Briefly describe business) _____					
8. Does this business lease concessions to other businesses at this location?		9. Census form required:					
Check (✓) one only <input type="checkbox"/> Yes <input type="checkbox"/> No		Check (✓) one only <input type="checkbox"/> English <input type="checkbox"/> French					
10. (a) Number of locations operated by the owner of this business—check appropriate block.				<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 or more			
(b) If more than one in (a) enter name and address of head office. _____							

194. How to complete each item on the form

Enter the Census District and Enumeration Area on the cover of Form 18. If you use more than one book it should also be noted on the cover.

- (1) **Item 1 (Census District)**—This should be copied from the cover and entered on all listings. The proper Census District should be obtained from your Commissioner.
- (2) **Item 2 (Enumeration Area)**—As for Item 1, this is obtained from your Commissioner.
- (3) **Item 3 (Name of this business)**—The name under which the business is known. In the case of service stations the name of the lessee is required. **Print** name in the boxes.
- (4) **Item 4 (Address of this business)**—Enter the full post office address. In rural areas, be sure to give sufficient information, e.g., Maplewood, R.R. 1, Embro, Ontario. In the Province of Quebec, report the name of the county also. Print address in the boxes.
- (5) **Item 5 (Main type of business)**—Check (✓) one only: in the case of "mixed" businesses, indicate the one which accounts for the largest percentage of business done. See the partial list of business classifications in Form 18 as a guide.

**194. How to complete each
item on the form—Con.**

- (6) **Item 6 (Kind of business)**—Describe the kind of business as it would be known to the public. If a combination such as drug store with restaurant or tobacco store and barber, enter the more important one. Refer to the partial list of classifications in Form 18 as a guide.
- (7) **Item 7 (Number of personnel)**—Indicate the number of full-time and part-time personnel usually required to operate the business, include proprietors and family members who work in the business. Check the appropriate block when 10 or more; write in the number for full-time and for part-time, if under 10.
- (8) **Item 8 (Does this business lease any concessions to others?)**—Check the proper block. If concessions in the business location are leased to others, be sure to enumerate the concessionaire as a separate business. For example, hotels often lease space to newsstands, barber shops, gift shops; drug stores lease the restaurant concession to another person, etc.
- (9) **Item 9 (Census form required)**—Check the proper block for English or French forms which will be mailed at a later date to the business listed.
- (10) **Item 10 (Number of locations operated by the owner of this business)**—Check (✓) appropriate block. In the case of service stations or voluntary stores such as IGA, the supplier is not the business owner. For example, Imperial Oil Co. Ltd. may own the property but the lessee is considered as the owner or operator of the business. In such cases the business owner generally operates only the one location. If more than one place of business is operated in Canada, check accordingly; insert name, if different, and address of Head Office.

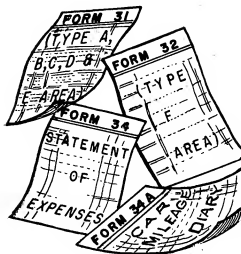
K. ADMINISTRATION

Payment for your services

195. Type of Enumeration Area

Your rates and allowances in lieu of travel expenses, will be in accordance with the type of the area to which you are assigned. The type of the area is determined by its population density and is coded Type A, B, C, D, E or F. Your area code letter is indicated in the description of your EA. Reference is made to these types on Forms 31 and 32.

196. Account forms



You will be paid after satisfactory completion of enumeration for services:

- (1) while receiving instruction from the Census Commissioner; and
- (2) while enumerating in a specified EA.

Account forms for instruction and enumeration

Account forms (Form 31 or 32) must be completed for both instruction and enumeration as detailed on the reverse side of the green copy of the respective form (Form 31 or 32).

If assigned to Type A, B, C, D or E area you will complete a Form 31. If assigned to a Type F area, complete Form 32. Where expenses are allowable (see Section 197), Statement of Expenses (Form 34) must be completed and the necessary receipts attached. Form 34A (Car Mileage Diary) is to be completed and attached to Form 34 when the use of automobile is authorized. If the car mileage was for attending instructions only, the details of the mileage (from and to) and the amount claimed are to be entered on Form 34 and the Car Mileage Diary (Form 34A) will not be required. Forms 31 and 34 or Forms 32 and 34 should be submitted together.

197. Travel expenses

Any reimbursement to you for expenses which you may incur in connection with attending the instructions or with the enumeration of your area must comply with the Government Travel Regulations, which are authorized by the Governor in Council:

- (1) **During the period of instruction**, you may be reimbursed for transportation, meals and accommodation if you are required to travel outside your Enumeration Area to reach the training centre only if the distance involved and the availability of public transportation facilities warrant it.

Payment for your services — Con.**197. Travel expenses — Con.**

- (2) **During the period of enumeration**, travel expenses are authorized for enumerators in Type F areas only.
- (3) **Allowances in lieu of expenses** are authorized for enumerators in Types B, C, D and E areas. The rates according to type of Enumeration Area are shown for this allowance on Account Form 31. The amount claimed for this allowance is to be entered in Item 11 of Form 31. (This allowance does not apply to enumerators in Type A areas.)
- (4) For travel outside your EA to obtain, from a **non-resident farm operator**, the information required to complete an Agriculture Questionnaire (Form 6):
- (a) **In Type A, B, C, D or E area** you will be paid an allowance, in lieu of travel expenses, of \$1 for each Form 6 Questionnaire completed (Item 8 of Form 31). To claim under Item 8 you must complete Form 31A (Listing of Non-resident Farm Operators) by recording the name and address of each non-resident operator visited, the mileage one way to the operator's place of residence, and the Agriculture Questionnaire Number of the Form 6 completed.
- (b) **If your enumeration area is a Type F area**, you will be paid on the basis of the per diem allowance and will be paid mileage allowance to a maximum of 25 miles, return trip, from the boundary of your EA to interview the operator. (See also Section 112.)

Remember all claims for travel expenses must be in accordance with the **Government Travel Regulations**. The instructions on the reverse of the Statement of Expenses (Form 34) and of the Car Mileage Diary (Form 34A) are, in particular, called to your attention, also the following, which are items included in the Travel Regulations.

Charges for accommodation, meals or transportation must be reasonable and in accordance with the prevailing rates for the area.

Mileage allowances must be based on the shortest routes. Any deviation because of special difficulties must be explained on Form 34A. The allowance per mile covers the complete payment for the use of a privately owned automobile, except toll road, bridge and ferry charges which may be claimed separately on Form 34. This rate applies regardless of the number of passengers using the car for census purposes. No charges will be

Payment for your services — Con.

197. Travel expenses — Con.

allowed for parking meter, parking lot, overnight storage, towing, damage, repair, or loss. Claims for automobile mileage on your Car Mileage Diary (Form 34A) must show places visited and the reason for the trip.

Samples of a completed Statement of Expenses (Form 34) and of a Car Mileage Diary (Form 34A) are shown in your Work Book to assist you in completing the Account forms.

Completion of enumeration

**198. Enumerator's List of Supplies
(Form 13)**

This form, which provides a check list of the supplies you receive to carry out the enumeration of your EA, must record the supplies to be returned to your Commissioner when you complete your enumeration.

In the column headed "Number returned", you must enter the numbers of the various unused forms, etc., you return to your Commissioner when you complete your enumeration. The entry in this column indicates that the item in question need not be returned. Note, particularly, that certain specified **ENUMERATION FORMS AND MATERIALS MUST BE RETURNED**, whether you have used them or not. Enclose the completed Form 13 when you return your supplies to the Commissioner, as outlined in the following section.

199. Checking your completed work



Before returning your enumeration material to the Commissioner:

- (1) Make certain that no part of your EA has been overlooked and that your returns are complete and accurate.
- (2) As a means of checking that your EA has been covered completely, examine your map carefully, particularly around the boundaries, and compare it with the addresses listed in your Visitation Record, to make sure you have not missed part of a street, road, etc.
- (3) In farm areas, check your map (or township plan in the Prairie Provinces) for completeness of farm coverage.
- (4) Make sure that all call-backs have been completed. Draw the Commissioner's attention to any cases which, after three visits, are still outstanding at the end of your enumeration. (See Section 53.)

Completion of enumeration — Con.**199. Checking your completed work — Con.**

- (5) Check that all Individual Population Forms have been collected and the information transferred to the appropriate Population Form (Form 2 or Form 3).
- (6) Your Commissioner will make a detailed check of your questionnaires, schedules, etc., before recommending your account for payment. To prevent delay in the final checking of your work at the Regional Office level examine your returns carefully before submitting them so that payment will not be held up. Use the guides in Appendices C and D to check the Population Questionnaire (Form 2) and Agriculture Questionnaire (Form 6) and the instructions in this manual for all other questionnaires and forms.
- (7) Complete the sections on Page 28 of the Visitation Record. Total the persons and dwellings listed in the various columns on each page and compare the EA totals for Columns 9 and 10 with the numbers of persons on Forms 2 and 3.

200. Returning your completed work to the Commissioner

When you are satisfied that your returns are completed and accurate, pack all materials carefully in the box in which you received them. Be sure to enclose the completed Form 13 (Enumerator's List of Supplies).

In most cases, it will be possible for you to deliver the materials personally to the Commissioner. However, if the distance you would have to travel is more than 25 miles each way, forward your materials by prepaid express or mail.

To prevent damage of any kind to the questionnaires, etc., make sure that the box is properly closed, securely tied, and addressed correctly to your Commissioner. Consult your Commissioner regarding allowable expenses for the return of your supplies. Charges for delivery of this material should be included on Form 31 (Item 11) and receipts must be attached.

SECTIONS FROM STATISTICS ACT

APPENDIX A

Sections of the Statistics Act which apply to enumeration

Section 5: provides authority for the employment of enumerators for the census enumeration.

Section 6: requires every person employed under the Statistics Act to take the following oath of office: "I, solemnly swear that I will faithfully and honestly fulfil my duties as in conformity with the requirements of the Statistics Act and of all regulations thereunder, and that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my employment as such".

Section 14: provides authority for the payment of enumerators and other persons employed in the taking of the Census. Such payment may take the form of a fixed sum, a rate per diem, or a scale of fees, together with allowance for expenses. The following extract from this section of the Act should be noted particularly: "No remuneration or allowances shall be paid to any person for any service performed in connection with this Act until the service required of such person has been faithfully and entirely performed".

Section 15: (1) states that census forms or other documents containing information relating to individual persons must in no circumstances be revealed to any unauthorized person.

Section 34: makes it an offence for any person employed in the taking of the Census to:

- (i) desert from duty after having taken the oath;
- (ii) wilfully make a false declaration;
- (iii) obtain or seek to obtain unauthorized information;
- (iv) fail to keep secret the information gathered.

Any person convicted of any of the above-noted offences is liable to a fine up to \$300, or to a prison term up to six months, or to both fine and imprisonment.

Section 35: makes it an offence for any person, without lawful excuse, to refuse or neglect to answer, or to wilfully answer falsely, any question required for completion of a census form or schedule.

A person convicted of the above-noted offence is liable to a fine up to \$100, or to a prison term up to three months, or to both fine and imprisonment.

LIST OF COLLECTIVE-TYPE DWELLINGS

APPENDIX B

List of Collective and Other Special Types of Dwellings

(See Sections 25 to 36 for instructions for the enumeration of the most important of these dwellings.)

1. Health and welfare institutions

- (1) Convalescent hospitals
- (2) General hospitals (including staff residences)
- (3) Homes for the aged and infirm
- (4) Hospitals and homes for incurables
- (5) Hospitals and homes for veterans
- (6) Maternity hospitals
- (7) Mental hospitals
- (8) Nursing homes
- (9) Sanatoria
- (10) Tuberculosis hospitals
- (11) Children's Aid Society Shelters
- (12) Orphanages

2. Corrective and penal institutions

- (1) Industrial schools and farms
- (2) Jails
- (3) Penitentiaries
- (4) Prisons and prison farms
- (5) Reformatories

3. Religious and educational institutions

- (1) Boarding-schools
- (2) Convents
- (3) Monasteries
- (4) Residential schools for the blind and deaf
- (5) University and college residences

4. Hotels, lodging-houses, etc.

- (1) Clubs with living quarters
- (2) Hotels which accept transient guests
- (3) Lodging-houses with 10 or more lodgers
- (4) Missions and hostels
- (5) Motels
- (6) Tourist cabins and camps
- (7) YMCA's, YWCA's, etc.

5. Camps

- (1) Construction camps
- (2) Lumber camps
- (3) Military camps
- (4) Mining camps

6. Hutterite colonies

7. Merchant vessels

8. Diplomatic residences

REVIEW OF POPULATION QUESTIONNAIRE

APPENDIX C

Check first to ensure that you have completed the required number of each of the following questionnaires:

- (1) A Form 2 for each person listed in Columns 7 and 8 of the Visitation Record.
- (2) A Form 3 for each person listed in Column 10 of the Visitation Record.

Then use the following tables to check the Population Questionnaire.

Population Questionnaire (Form 2)

Question No.	Space marked	Check
A, B, C, D and E	—	For every new household Questions A, B, C, D and E must be completed.
A, B, C, D and E	—	The entries for Questions A, B, C, D and E must be repeated on each additional document side if there are more than 10 household members.
A	—	There must be a mark in each row of marking spaces.
A	Collective-type household 900 Series	The entries in Question A in 900 Series must be consistent with corresponding entries in D and E for "collective-type dwellings".
A and B	—	The entries in Question A (Household Number) and Question B (Exact location of this dwelling) must agree with the corresponding entries for the household in the Visitation Record.
C	"Yes"	There must be a Form 6 (Agriculture Questionnaire) for the household.
Section 1	—	Question 2 of Section 1 must be marked "Head of Household".

REVIEW OF POPULATION QUESTIONNAIRE — Concluded

APPENDIX C — Concluded

Population Questionnaire (Form 2) — Concluded

Question No.	Space marked	Check
1 to 5	—	There must be an entry in each of Questions 1 to 5 for every person enumerated.
2	<p align="center">—</p> <p> "Wife of head" "Lodger's wife" "Employee's wife" "Partner's wife" "Inmate's wife" </p> <p>An entry in the second line</p> <p> "Son-in-law" "Father" "Father-in-law" "Brother-in-law" </p>	<p>There must be either one space marked or a write-in entry.</p> <p> } "Married" must be marked in Question 5. } </p> <p>"Female" must be marked in Question 3.</p> <p> } "Male" must be marked in Question 3. } </p>
3	—	Only one space should be marked.
4	—	There must be a mark in each row, unless "Under one year" or "100 years or over" is marked.
	Any age between 0 and 14	"Single" will usually be marked in Question 5.
5	—	Only one space should be marked.

REVIEW OF AGRICULTURE QUESTIONNAIRE

APPENDIX D

Review of Agriculture Questionnaire (Form 6)

1. General Instructions

- (1) Carefully review each Agriculture Questionnaire before you sign the Enumerator's Record. Check both pages, section by section, to make sure that you have not missed any questions.
- (2) Entries must be legible and made according to instructions.
- (3) Areas must be reported to the nearest whole acre, except where provision has been made on the questionnaire to report certain crops to the nearest tenth of an acre (Questions 30-32, 35-41) and the entry in Question 42 must be in square feet.
- (4) Dollars only must be entered in all questions on value.

2. Questions always requiring an entry

- (1) Agriculture Questionnaire identification section (Agriculture Questionnaire Number, Household Number(s)).
- (2) Section I—Operator (all questions).
- (3) Section II—Location, area, tenure and value. There must always be an entry in Questions 4, 5 and 7 and at least one entry in Questions 6(a), (b), or (c).
- (4) All "Yes" or "No" questions.
- (5) All questions with "None" boxes.
- (6) Enumerator's Record.

3. Acreage questions must always be in agreement

- (1) Acreage in Question 49 must equal Question 5.
- (2) Sum of acreages in Question 4, Column (f) must equal Question 5.
- (3) Sum of acreages in Questions 6(a), (b) and (c) must equal Question 5.
- (4) Sum of acreages in Questions 43 to 48 must equal Question 49.
- (5) Sum of acreages in Questions 8 to 42 must equal Question 43 (double cropping if this occurs).

4. Total number of livestock and poultry must be checked

- (1) Questions 60(a) and 60(b) must equal Question 60.
- (2) Questions 62(a) to 62(e) must equal Question 62.
- (3) Questions 67(a) and 67(b) must equal Question 67.
- (4) Questions 70(a) to 70(d) inclusive must equal Question 70.

5. Relationship between the following questions must be checked

- (1) Question 61 must not be greater than Question 60(b).
- (2) Question 63 must not be greater than Question 62(d) and Question 64 not greater than Question 62(e).
- (3) Question 81 must not be greater than the total of Questions 80(a) and 80(b).

CONVERSION TABLES—AGRICULTURE

APPENDIX E

Conversion Tables for Agricultural Calculations

Table 1. Long Measure

12	inches = 1 foot
3	feet = 1 yard
5½	yards = 1 rod
320	rods = 1 mile
1760	yards = 1 mile
5280	feet = 1 mile
80	chains = 1 mile

Table 2. Square or Land Measure

144	square inches = 1 square foot
9	square feet = 1 square yard
30¼	square yards = 1 square rod
160	square rods = 1 acre
640	acres = 1 square mile (or section)

1	acre	=	$\left\{ \begin{array}{l} 160 \text{ square rods} \\ 4,840 \text{ square yards} \\ 43,560 \text{ square feet} \end{array} \right.$
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Table 3. Area of Land as a Fraction of an Acre

¼	acre equals	4,356	square feet
½	acre	8,712	" "
¾	acre	13,068	" "
⅞	acre	17,424	" "
⅞	acre	21,780	" "
⅞	acre	26,136	" "
⅞	acre	30,492	" "
⅞	acre	34,848	" "
⅞	acre	39,204	" "
1	acre	43,560	" "

Example: A garden 175 feet long and 25 feet wide would be 4,375 square feet in area, or ¼ acre.

Similarly a plot 250 feet long and 100 feet wide would be 25,000 square feet in area, or ⅞ acre.

Table 4. Number of Rows of Field Roots, Vegetables, etc., Equivalent to ¼ of an Acre, Given the Length of Rows and the Width between Rows

Length of rows in feet	Number of rows in ¼ acre with distances (in feet) between rows of			
	1½	2	2½	3
25	116	87	70	58
50	58	43	35	29
75	39	29	23	19
100	29	22	17	15
125	23	17	14	12
150	19	15	12	10

CONVERSION TABLES—AGRICULTURE — Concluded

APPENDIX E — Concluded

Conversion Tables for Agricultural Calculations — Concluded

Table 5. Approximate Board Foot Content of Logs of Varying Dimensions

Top diameter inches	Length of log in feet										Top diameter inches
	8	9	10	11	12	13	14	16	17	20	
6	10	10	10	10	15	15	15	20	20	25	6
8	15	20	20	25	25	30	35	40	40	50	8
10	30	35	35	40	45	50	55	65	70	85	10
12	45	50	55	65	70	75	85	95	105	125	12
14	65	70	80	90	100	105	115	135	145	175	14
16	85	95	110	120	130	145	155	180	195	235	16
18	110	125	140	155	170	185	200	230	250	300	18
20	135	155	175	195	210	230	250	290	310	370	20
22	170	190	215	235	260	285	305	355	380	455	22
24	205	230	255	285	310	340	370	425	455	545	24
26	240	275	305	335	370	400	435	500	535	640	26
28	280	320	355	395	430	470	510	585	625	745	28
30	325	370	410	455	495	540	585	675	720	860	30

Examples: (a) If the approximate average top diameter of the logs is 10 inches and they average 12 feet in length,—the board feet content is 45 × number of logs.

(b) If the approximate average top diameter of the logs is 12 inches and they average 16 feet in length,—the board feet content is 95 × number of logs.

Table 6. Number of Standard Cords in Piles of Wood 4 Feet High by 8 Feet Long with Wood of Various Lengths

A standard cord of wood is 128 cubic feet, the dimensions given as 8 feet long, 4 feet high and 4 feet or 48 inches wide. Frequently, the farmer reports as 1 cord, wood of varying lengths, 12, 14, 16 inches, etc. The following table is a guide for converting cords of different widths into standard cords.

Dimension of woodpile (length × height × width)	Number of cubic feet	Number of standard cords
8 feet × 4 feet × 48 inches	128	1
8 feet × 4 feet × 36 inches	96	$\frac{3}{4}$
8 feet × 4 feet × 24 inches	64	$\frac{1}{2}$
8 feet × 4 feet × 18 inches	48	$\frac{3}{8}$
8 feet × 4 feet × 16 inches	43	$\frac{1}{4}$
8 feet × 4 feet × 12 inches	32	$\frac{1}{4}$

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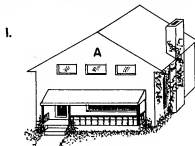
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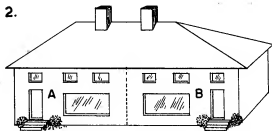
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DIAGRAMS OF TYPES OF DWELLINGS

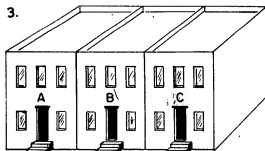
Examples of buildings containing dwellings
(each letter indicates 1 dwelling unit)



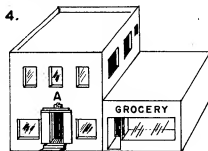
SINGLE DETACHED
(one dwelling)



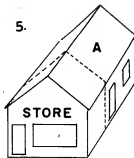
SINGLE ATTACHED (double house)
(2 dwellings)



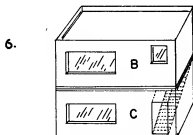
(3 dwellings)



(one dwelling)
SINGLE ATTACHED (other)

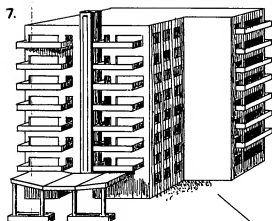


(one dwelling)

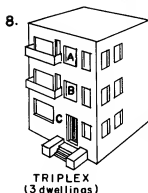


APT., FLAT, etc. (duplex)
(2 dwellings)

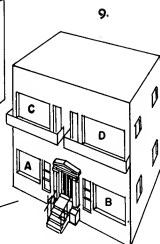
DIAGRAMS OF TYPES OF DWELLINGS



APARTMENT BLOCK
(multiple dwellings)

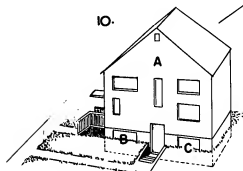


TRIPLEX
(3 dwellings)



DOUBLE - DUPLEX
(4 dwellings)

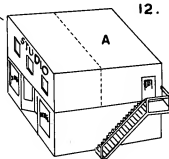
APT., FLAT, etc. (other)



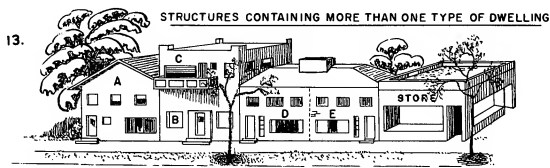
BASEMENT APARTMENTS (2)
(3 dwellings)



APARTMENT OVER STORE
(1 dwelling)



APARTMENT BEHIND STUDIO
(1 dwelling)



STRUCTURES CONTAINING MORE THAN ONE TYPE OF DWELLING

A = Single attached (other)
B & C = Apt. Flat, etc. (other)
D & E = Single attached (other)
(5 dwellings)

WHOM TO ENUMERATE

GENERAL RULE - The Census requires that every person living in Canada on the census date (i.e., at midnight between May 31 and June 1) must be counted as a member of the household where he usually resides (i.e., the place he calls home or where he usually sleeps).

USE THE FOLLOWING SUMMARY TO MAKE SURE THAT EVERY PERSON LIVING IN YOUR EA, OR STAYING THERE TEMPORARILY ON THE CENSUS DATE IS INCLUDED IN THE CENSUS

YOU MUST ENUMERATE

Group 1

Persons in their usual residence in your EA on June 1.

- (1) Members of the household at home, including lodgers (except student lodgers), servants, and employees who regularly sleep in the dwelling.
- (2) Persons with no fixed or permanent place of residence.
- (3) Infants born before midnight, May 31.
- (4) Deceased members of the household who were alive on May 31.

Count in Col. 7 of VR.
Enumerate on Form 2.

Group 2

Persons whose usual residence is in your EA but who were temporarily away on June 1.

- (1) Persons away on business.
- (2) Persons away on a visit.
- (3) Persons away at school or university.
- (4) Persons in general hospital for a period of less than 6 months.
- (5) Persons away at a military camp as a member of the reserve.

Count in Col. 8 of VR.
Enumerate on Form 2.

Group 3

Persons residing temporarily in your EA on June 1 who have a usual place of residence somewhere else in Canada.

- (1) Guests or visitors staying overnight or longer.
- (2) Student lodgers with a usual home elsewhere.
- (3) Short-term patients in general hospitals (i.e., for periods of less than 6 months).
- (4) Persons residing temporarily in summer residences.

Count in Col. 10 of VR.
Enumerate on Form 3.

DO NOT COUNT IN THE VR
and
DO NOT ENUMERATE

Group 4

- (1) Infants born after May 31.
- (2) Servants and employees who do not regularly sleep in the dwelling and who were not there on the census date.
- (3) Visitors in the household who were not there on the census date.
- (4) Government representatives of another country and their families attached to a legation, embassy, or other diplomatic body of that country.
- (5) Citizens of another country visiting in Canada temporarily.
- (6) Members of the Armed Forces of another country stationed in Canada, and members of their families who are not citizens of Canada.
- (7) Students attending school in Canada whose usual residence is outside Canada.

FOR SPECIAL CASES WHICH DO NOT SEEM TO FIT INTO ANY OF THESE CATEGORIES, SEE PAGE 35.